

KENNET VALLEY VILLAGE HALL

ANNUAL REPORT AND ACCOUNTS

YEAR ENDED 31 JULY 2021

With Agreement for Kennet Valley Hall as at June 22nd
on July 1st 2020. Village Halls can open - until September 1st 2020

Area	Responsibility	Notes
General	Responsible for the overall management of the hall and its facilities. This includes the day-to-day running of the hall, the maintenance of the building and the provision of services to the community.	Ensuring that the hall is open and available to the community. This includes the day-to-day running of the hall, the maintenance of the building and the provision of services to the community.
Finance	Responsible for the financial management of the hall. This includes the preparation and submission of the annual accounts, the management of the hall's budget and the payment of bills.	Ensuring that the hall's finances are managed in a responsible and transparent manner. This includes the preparation and submission of the annual accounts, the management of the hall's budget and the payment of bills.
Health and Safety	Responsible for the health and safety of the hall's users. This includes the implementation of health and safety measures, the provision of first aid and the management of emergencies.	Ensuring that the hall is a safe place for all users. This includes the implementation of health and safety measures, the provision of first aid and the management of emergencies.
Facilities	Responsible for the maintenance and repair of the hall's facilities. This includes the cleaning of the hall, the repair of broken equipment and the replacement of worn-out items.	Ensuring that the hall's facilities are in good working order. This includes the cleaning of the hall, the repair of broken equipment and the replacement of worn-out items.
Community	Responsible for the promotion and development of the hall's community. This includes the organisation of events, the provision of services and the engagement with the local community.	Ensuring that the hall is a vibrant and active community. This includes the organisation of events, the provision of services and the engagement with the local community.

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Kennet Valley Hall
Barnet Valley Hall, Leighton Buzzard, MK16 9JL

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KENNET VALLEY VILLAGE HALL
REGISTERED CHARITY No 305558
YEAR ENDED 31 JULY 2021

Trustees' Annual Report

The names of the Charity Trustees who manage the charity are:

Brian Rayment	Chair
Rob Duckett	Deputy Chair
David Throup	Treasurer
Alison Ingham	Minutes Secretary

The Trustees are appointed by the Hall Management Committee following the Annual General Meeting.

Structure, governance and management

The governing body that appoints the trustees of the Charity is the Kennet Valley Hall Management Committee. The Hall Management Committee is appointed at each Annual General Meeting. A list of the Hall Management Committee members is available from the Secretary. The Hall Management Committee appoint or re-appoint four officers of the Hall Management Committee to be the Trustees of the Charity at the Hall Management Committee Meeting following the Annual General Meeting. All the adult residents of Lockeridge, West Overton, East Kennett and Fyfield who attend the AGM have a right at vote at the AGM.

The operational and management procedures of the Hall Management Committee were established in 1976 at the time land was conveyed to the charity to build a village hall. These procedures have been changed and updated as the needs of the charity have required.

As well as owning the land and the Hall building on it the charity also leases two adjacent parcels of land which together form the sports field. The two leases originate from 1976 with one being updated to allow extended field uses in 1990. One lease expires in 2086 and the other requires the lessor to give 12 months notice of termination of the licence to occupy.

The Kennet Valley Hall is run by volunteers who are either representatives of Community organisations using the Hall or community volunteers.

Objectives and activities

The Kennet Valley Hall is a village hall for use by the communities in the Upper Kennet Valley and by private individuals and groups for social, educational and sporting events. The Hall provides a meeting place to host local groups and events with modern facilities and in a well maintained rural environment. The Hall Management Committee support and initiate activities that encourage community involvement, activity and well-being.

Chairman`s Report

Although a significant part of the year was dominated by Covid restrictions, surprisingly there has been some quite positive progress to report .

The year started well when two Committee members refurbished the floor after some minor damage. This was a DIY experiment which worked well and saved the expense of calling in a contractor.

Outside, new bollards and a security gate were installed which now protect the recreation field from unwanted intruders. Also in August was the installation of the Defibrillator at the Hall entrance provided by the Parish Council but monitored by the Committee.

We were able to hold the 2020 AGM , the hall was closed soon after and therefore traditional activities were cancelled such as Christmas Bingo, the Sunday films and the Panto. For the same reasons Easter Bingo couldn't take place in the Spring

Although the hall was closed throughout the early part of 2021 we were able to take advantage of various Government grants schemes that resulted in a welcome, but unexpected income – details in the Treasurer's Report.

The result of this was that various new initiatives could be considered and in some cases have already been implemented.

New chairs were purchased to replace those damaged over the years, new tables were ordered for the entrance foyer and the whole car park was re-lined, including the netball court - a gesture to the school.

The most significant action was to research, and subsequently plan, a new ventilation system to make the hall a more healthier environment for Hirers. The view of the Trustees was that Covid concerns would continue for some time.

The Proposal was presented to the July Committee Meeting and the plan and expenditure of circa £22K was unanimously approved for the next financial year. An application was made to the National Lottery and we were delighted when we received a grant of £10K towards the project.

In the mean time a reduction in Covid restrictions allowed the Hall to reopen on May 17th and gradually our regular hirers have been returning. But more significant has been the arrival of a number of new regular hirers, namely Hakuba Karate Club, Balance Health Pilates Classes and the Swindon Super Strikers Cricket Club. Because of other Halls/Sports Centres being closed during Covid lockdowns we were able to offer alternative accommodation to the Marlborough Taekwondo Club.

After the cancellations of our January and April meetings we were able to have our July Quarterly meeting and welcomed two new members:- Christopher Rogers replacing Jane Drew as PC Rep and Chris Didhams taking over as Cricket Club Rep from Jon Hancock.

During the year Covid restrictions forced the Hall to adopt strict hygiene measures to comply with Government regulations. I would like to acknowledge and thank Carolyn Stimpson for volunteering to manage all the procedures that were necessary, whilst carrying out her role as Booking Secretary. A great deal of commitment and involvement was necessary and the whole procedure and outcome has been most successful .

The Hall is now returning to some form of normality but the future is still very much an unknown because of the long term effect of Covid. However the investments made over the last 20 years in raising the standard of the hall and plans for the future will ensure that we remain prosperous by continuing to be an attractive venue for use by both the local community and beyond.



B G Rayment 16/09/21

Treasurer's statement

This has been a challenging year for many organisations and we at the Kennet Valley Hall are not protected from the effects. Normal patterns of village and community life have been severely disturbed and are recovering slowly but it is going to take a long time. The Hall in lockdown during the autumn and winter periods saw its income reduce dramatically as can be seen in the graph below. Thankfully, the government schemes to support the economy have allowed us to ride this disturbance and plan for a 'build back better' future.

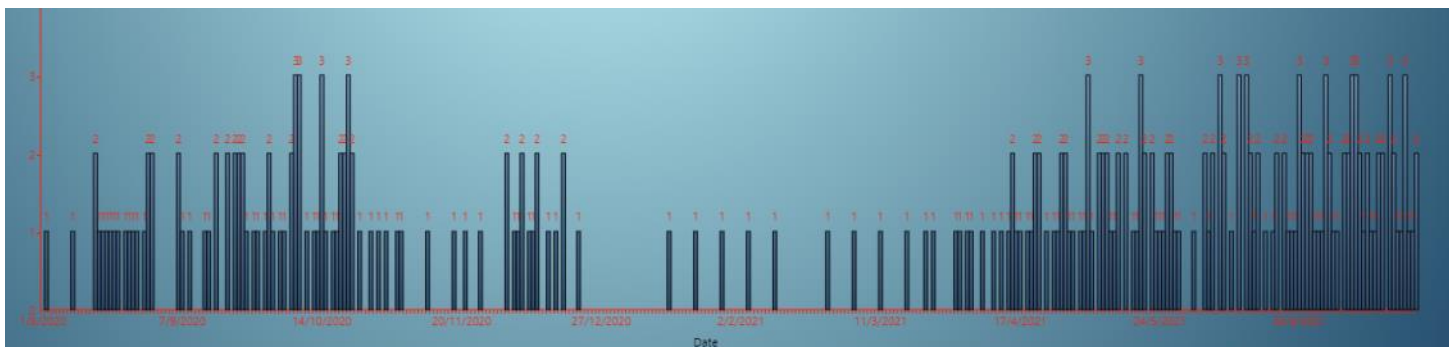
Compared to the last non-Covid year 2018/19 income from bookings fell by 50% but thankfully this was mirrored by a fall in energy and water by a similar amount. The fixed costs remained throughout this year but we have been able to plan and initiate projects to keep the Hall as a leader of its type in the area.

We have been very grateful for the £17,600 of government support which has allowed us to plan for improvements to the Hall's ventilation and energy efficiency. We believe that this investment is important if we are to allow large indoor events over the winter period in a Covid safe manner.

As the Chairman's report mentions the balance of the Hall's users has shifted to a younger age group due largely to Covid. However we are please to encourage these groups to stay with the Hall as we offer such a good space and environment for their activities. We continue to support the local primary school by providing a large indoor and outdoor sports venue.

Fundraising has dropped to zero and is likely to remain so as the staples of Christmas and Easter Bingo and Harvest Supper attracted an older audience that will take time to get confident in returning to larger events. Again, we hope the ventilation scheme will assist and we are hearing from groups that could move to the Hall in light of this investment.

The Hall continues to be strongly supported and appreciated by its users. The continuing investment plan and maintenance of a high quality offering put the Hall on a secure footing for the future despite the turbulence around us.



Financial review from August 2020 - July 2021

In the year ended 31 July 2021 net receipts were £14,760 (2020: £8,130 net payments). The Statement of Receipts and Payments is shown on page 8 and the Statement of Assets & Liabilities is shown on page 10. The reserves balance carried forward into next year and available for the unrestricted general purposes of the Charity are £30,803 of which £22,000 has been committed to improving the ventilation system.

The funds to support and maintain the Kennet Valley Hall are raised by:

Letting charges on the Hall and its facilities.

Fundraising events.

Capital grants from various bodies to support larger maintenance and improvement projects.

(Post this financial year, £10,000 has been awarded by the Lottery Community fund towards the ventilation project and application for support has been to Marlborough Area Board)

Letting charges for calendar year 2021

Local Community Concessionary Hirers

Regular groups – fundraising and social events

£6-00 per hour

Local residents (excluding wedding receptions)

£16-00 per hour

General Hirers

Security Deposit (Refundable)

£100-00

General Hire of Main Hall & Facilities

£22-00 per hour

Wedding Receptions

£25-00 per hour

Charity / Not For Profit Groups – Meetings & Events

£10-00 per hour

Children's Birthday Parties – (Up to Age 14)

£17-00 per hour

Use of Changing Rooms & Sports Field

(1st April – 31st October)

£6-00 per hour

David Throup 4th Oct 2021

Reserves Policy

The Kennet Valley Management Committee has a policy of keeping sufficient funds available to cover emergency repairs in periods of time when Hall rentals may temporarily fall off in a four month period. This is calculated as 1/3rd of normal running costs of the previous year. On current averages the minimum reserve to carry forward works out to be approximately £4,500.

The unrestricted and uncommitted reserves actually carried forward at 31 July 2021 of £30,803 are well in excess of the minimum £4,500 and have arisen due to the continued good stewardship by the Hall Management Committee.

The excess funds are available to be used to improve the facilities at the Hall.

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Brian Rayment
Chair

David Throup
Treasurer

Date approved: 4th October 2021

Charity Address:
Kennet Valley Hall
Overton Road
Lockeridge
SN8 4EL

Correspondent for the Charity Commission
David Throup
Longmynd
Lockeridge
SN8 4ED

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KENNET VALLEY VILLAGE HALL
REGISTERED CHARITY No 305558
YEAR ENDED 31 JULY 2021**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The Accounts are set out on the Accounts Pages 8 to 10.

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general 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.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:

Roger Wheeler BSc Econ
Accountant
Roger John & Co
1 Farrar Drive
Marlborough
SN8 1TP

Dated:

Kennet Valley Village Hall

Registered Charity No 305558

Receipts & Payments Account Year ended 31 July 2021

		Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
RECEIPTS					
Lettings	Local organisations, residents, groups	4,741		4,741	5,525
	General hire, weddings	1,841		1,841	1,414
	Charitable/fundraising organisations	183		183	1,806
	Total lettings	6,765		6,765	8,745
Fundraising income	- Details on page 9	-		-	5,768
Donations and grants	- Roof replacement - Lottery funding		-	-	32,536
	- Wilts Council, Covid Support Grants	17,598		17,598	10,000
Utility income	- Telephone, electric meters, insurance contributions	-	42	42	83
Hall rental deposits received		1,700		1,700	1,900
TOTAL RECEIPTS		26,063	42	26,105	59,032
PAYMENTS					
Fundraising expenses	- Details on page 9	-		-	3,603
Administration	- Details on page 9	651	-	651	1,525
Building maintenance	- Details on page 9	2,525	-	2,525	3,975
Utilities & services	- Details on page 9	3,366	42	3,408	5,517
Improvements, Other	- Details on page 9	3,080	-	3,080	2,277
Sports field & grounds	- Maintenance	666		666	447
Hall rental deposits returned		1,015		1,015	2,485
Roof replacement		-	-	-	47,333
TOTAL PAYMENTS		11,303	42	11,345	67,162
NET RECEIPTS		14,760	-	14,760	(8,130)
TRANSFERS BETWEEN FUNDS		-	-	-	-
TOTAL FUNDS LAST YEAR END		16,043	-	16,043	24,173
TOTAL FUNDS THIS YEAR END		30,803	-	30,803	16,043

Kennet Valley Village Hall

Registered Charity No 305558

Receipts & Payments - Support Detail

	£	£	£	£	£	£
FUND RAISING - NET INCOME		31.7.21			31.7.20	
	Income	Expense	Net	Income	Expense	Net
- Moviola & cinema	-	-	-	2,133	1,851	282
- Bingo, Christmas & Easter*	-	-	-	1,482	70	1,412
- Harvest Supper	-	-	-	495	276	219
- KVADS Panto - profit share	-	-	-	532	349	183
- Talks - profit on bar	-	-	-	1,126	1,013	113
- Other & Bar stock adj		-	-		44	(44)
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	-	-	-	5,768	3,603	2,165
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* Easter Bingo 2020 cancelled due to Covid 19 pandemic

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
PAYMENTS					
Administration					
- Office supplies, services, expenses	142			142	471
- Internet services, website, booking system	389			389	520
- Licences, PRS, Hall Assn. etc	120			120	534
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	651	-	-	651	1,525
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Building maintenance					
- General, inc fire extinguishers, floor	927			927	540
- Janitor's monthly fee	-			-	300
- Janitorial additional cleaning	378			378	188
- Janitorial materials & other costs	24			24	1,017
- Cleaning after school use	772			772	630
- Lights, heating, inspect portable equipment	424			424	1,300
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	2,525	-	-	2,525	3,975
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Utilities & services					
- Electricity	1,438			1,438	2,814
- Insurance	1,019	42		1,061	1,028
- Telephone & broadband	374			374	324
- Waste collection	118			118	639
- Water charges	417			417	712
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	3,366	42	-	3,408	5,517
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Improvements & other					
- Protect access to field	1,487			1,487	2,202
- New chairs & tables	693			693	-
- Car park lines & netball lines for KV School	900			900	-
- Create cupboards from unusable showers	-			-	75
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	3,080	-	-	3,080	2,277
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Kennet Valley Village Hall

Registered Charity No 305558

STATEMENT OF ASSETS AND LIABILITIES

31 July 2021

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
CASH FUNDS & FUNDRAISING STOCK					
Balance per Bank Statement - Lloyds Bank	30,659	-	-	30,659	15,937
Add: Receipts not yet on bank statement	-	-	-	-	-
Less: Cheque payments not yet presented	-	-	-	-	(85)
Bank balance in accounts	<u>30,659</u>	<u>-</u>	<u>-</u>	<u>30,659</u>	<u>15,852</u>
Cash & amounts due	126			126	86
Fundraising stock	18			18	105
Totals as per R&P Summary - page 1	<u>30,803</u>	<u>-</u>	<u>-</u>	<u>30,803</u>	<u>16,043</u>
OTHER MONETARY ASSETS					
Debtors - None	-	-	-	-	-
INVESTMENT ASSETS					
None.	-	-	-	-	-
ASSETS RETAINED FOR THE CHARITY'S OWN USE					
Endowment:					
			Land, Buildings & Equipment		
Land was donated to Charity in 1976 on which to build new Village Hall.					
The sale proceeds of previous hall & ground (from conveyance dated 1931) used in 1976 to build new Village Hall.					
Improvements have been made to ground and buildings since 1976 such that:					
Insured value - Buildings & Outbuildings			664,141	664,141	650,481
Insured value - Contents, Equipment, Fixtures, Fittings			31,053	31,053	30,683
Sports field					
Part A: The larger part -					
					Lease & trust dated 23 February 1976, as amended on 16 July 1990. 90 year lease commencing 1 February 1976.
Part B: The smaller part -					Licence to occupy dated 1 February 1976. No expiry date other than 12 months' notice by the licensor.
Note re sports field maintenance:					The sports field is maintained by the cricket club at their expense in exchange for the free use of the grounds.
	<u>-</u>	<u>-</u>	<u>695,194</u>	<u>695,194</u>	<u>681,164</u>
LIABILITIES					
None. (2020: Field access protection)	-	-	-	-	1,405
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,405</u>
Expenditure commitment:					
Hall ventilation system approved, not yet contracted	22,000		-	22,000	-

The Accounts pages 1 to 3 were approved by the Trustees on 4th October 2021 and signed on their behalf by

David Throup
Treasurer

Brian Rayment
Chairman

KENNET VALLEY VILLAGE HALL
REGISTERED CHARITY No 305558