

**Charity No. 305576**

**SUTTON BENDER VILLAGE HALL**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

# SUTTON BENDER VILLAGE HALL

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# SUTTON BENDER VILLAGE HALL

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

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### Reference and administrative details:

**Charity name** Sutton Bender Village Hall

**Charity number** 305576

**Charity address** Chestnut Road  
Sutton Bender  
Wiltshire  
SN15 4RP

**Independent Examiner** John Carlyon  
Queens Close  
Sutton Bender

**Bankers** CAF Bank

### Trustees

The following people were trustees as at 1 April 2020

Michael Strong  
Catherine A'Bear  
Dudley van Lelyveld



# **SUTTON BENDER VILLAGE HALL**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

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### **Structure, management and governance**

Sutton Bender Village Hall is an unincorporated Registered Charity, and it is governed by its Trust Deed.

The charity is administered by its committee of trustee members, up to a maximum of 13 people, consisting of up to 5 elected members and 8 representative members. Elected members are elected at the AGM, and representative members are elected by the user groups they represent. More detailed descriptions of mechanisms for the appointment and resignation of members is contained in the Trust Deed.

The committee meets on a regular (normally monthly) basis to discuss running of the hall. During the meetings a set agenda is followed which ensures that any issues are discussed and resolved on a timely basis. The key objective of monthly meetings is to ensure that the hall runs smoothly, maintenance of the hall is kept up to date, health and safety is adhered to, as well as discussing fund raising and future plans in view of the needs of the diverse range of user groups.

The meetings provide the forum to consider and mitigate any risks facing the charity. The trustees consider the key matters to be: ensuring that the hall is kept in a good state of repair, the facilities meet regulatory requirements of its user groups (for example a pre-school user group), and maintaining funds at an appropriate level so that the facility can continue to provide an important service to its user groups and other users.

### **Objectives and activities**

The objective of the charity is to provide facilities for the residents of Sutton Bender and the surrounding area including village hall facilities and a recreational ground.

The hall and the recreational ground are used by a variety of users and user groups, including sports clubs, a pre-school group, and a variety of cultural and social groups. The recreational ground includes a children's play area, a multi use games area, cricket, football, and rugby pitches.

As well as being used by a number of regular organised user groups, the grounds are regularly enjoyed by people of all ages as a place of relaxation and exercising. The hall facilities are also available to hire for meetings and parties, therefore providing a valuable asset to the village.

The trustees confirm that they have had regard to the guidance issued by the Charity Commission General on public benefit.

The charity is reliant on the voluntary time provided by its trustees. The trustees are also extremely grateful to people who give up their time to facilitate fundraising events, which provide both essential funds for the hall, as well as enjoyable time for those who attend these events. Due to the Covid19 pandemic and the Government lockdown instructions, the hall had to close for the majority of the year with only the Bender Bears using the hall in the latter part of the year. Similarly fund raising events had to be cancelled including our major fund raising event, the Bender Blaze.

### **Summary of main achievements of the charity during the year**

The charity continued to provide a vital service to the one user group permitted to use the hall during the year., as well as maintaining the recreation ground for Sutton Bender residents use.

The major points discussed at meetings were maintenance, maintaining a Covid friendly environment and the reopening of the hall in accordance with Government guidelines.

We continued to invest in keeping the hall at an acceptable standard, including on-going maintenance works internally and externally.

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## **SUTTON BENDER VILLAGE HALL**

### **REPORT OF THE TRUSTEES (Continued) FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Summary of main achievements of the charity during the year (Continued)**

With no major maintenance work undertaken during the year, we were able to operate with normal expected maintenance to keep the hall, playground and recreation ground in an acceptable standard.

Hall usage was minimal, with only the Benger Bears making use of the hall as and when the various stages of lockdown permitted.

We were fortunate to receive £12,000 Wiltshire Council Covid assistance money which kept us financially secure during the year.

Solar panels were installed at the hall during the year, utilising a £3,424 Wiltshire Council grant and £2,674 Sutton Benger Parish Council CIL money. The net cost to the Village Hall was £750.00.

#### **Reserves policy**

The trustees aim to maintain unrestricted reserves at a level to meet approximately 9 months' normal expenditure levels. This is considered to provide sufficient funds to support the continuity of service for user groups in the event of a loss of a major revenue stream, or in the event of major repair expenditure, therefore giving trustees enough time to put in place plans to replace the lost revenue, or to fund raise to cover costs of major repairs.

The unrestricted reserves held at the year-end were approximately 5 months of usual annual expenditure. This is lower than the above reserves objective due to hall closure and cancellation of fund raising events, but the trustees will continue to monitor income and expenditure and take appropriate action should the cash reserves fall to a level where normal maintenance work cannot be carried out.

There were no funds in deficit during the year.

#### **Financial review**

The detailed receipts and payments accounts are included on page 6. As shown in the accounts, the principle income was the Wiltshire Council grant, and donations to the solar panels installation, with rental income being 65% down on prior year. The key areas of expenditure included solar panels, repairs and maintenance, landscape maintenance costs, cleaning costs and annual insurance costs.

Signed on behalf of the Trustees



**Dudley van Lelyveld**  
Treasurer



## SUTTON BENDER VILLAGE HALL

### INDEPENDENT EXAMINERS' REPORT ON THE ACCOUNTS REPORT TO THE TRUSTEES OF SUTTON BENDER VILLAGE HALL FOR THE YEAR ENDED 31 MARCH 2021

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I report on the accounts of Sutton Bender Village Hall which are set out on page 6.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities 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 procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

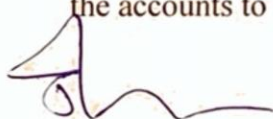
It is my responsibility to:

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

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



J Carlyon

Professional qualification:

Queens Close  
Sutton Bender

Date: 5<sup>th</sup> April 2021

Chartered Accountant (Retired)

# SUTTON BENDER VILLAGE HALL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Total 12 Months 2021 £	Total 12 Months 2020 £
<b>Opening Balance</b>	<u>8,902</u>	<u>11,884</u>
<b>Income</b>		
Rental Income	6,318	17,824
Fund Raising	1,821	13,558
Fund raising playground	0	0
Interest	1	3
Donations	6,153	0
Other Income	12,000	0
<b>Total Income</b>	<u>26,294</u>	<u>31,386</u>
<b>Expenditure</b>		
<i>Operating</i>		
Salaries	3,400	6,997
Material&Maintenance	3,927	7,553
Tennis	0	0
Ground maintenance	3,360	4,237
Oil, Electricity, Water & Telephone	2,834	3,796
Rates,Insurance & Memberships	2,198	2,349
Other	69	2,354
<i>Capital &amp; Other</i>		
Fundraising expenditure	870	7,082
Fundraising expenditure - playground	0	0
Playground	0	0
Exterior Benches		0
Football Goalposts	0	0
Cooker & Freezer	0	0
Energy Efficiency	6,847	0
<b>Total Expenditure</b>	<u>23,504</u>	<u>34,368</u>
<b>Closing Balance</b>	<u>11,692</u>	<u>8,902</u>
<b>Bank Accounts</b>		
Net uncleared items	0	0
CAF Cash a/c	8,474	5,685
CAF Gold No 2 a/c	3,218	3,217
<b>Total</b>	<u>11,692</u>	<u>8,902</u>