



Trustees' Annual Report for the period

Period start date				Period end date		
From	1	June	2020	To	31	May 2021

Section A Reference and administration details

Charity name

Henllys Village Hall

Other names charity is known by

Registered charity number (if any)

500183

Charity's principal address

Henllys Village Hall

Henllys Village Road

Henllys, Cwmbran

Postcode

NP44 6JZ

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	Ron Burnett	Chair		Henllys Community Council
2	Howard Fortescue	Vice Chair		The Henllys District of the Rectorial Benefice of Cwmbran
3	Linda Westerman	Secretary		
4	Dennis Henson	Treasurer		
5	Ray Dawes			
6	Julie Dawes			
7	Howard Stansfield			
8	Hywel Davies			
9	Ken Smith			
10	Malcolm Pressley			
11	Elizabeth Kerl			
12	Leonard Roderick			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Charity Commission Custodian	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

A Charity Commission Scheme dated 27 July 2009.

How the charity is constituted
(eg. trust, association, company)

There is no membership; the charity is managed by a committee of 12 trustees

Trustee selection methods
(eg. appointed by, elected by)

10 trustees are elected at the AGM from those present and eligible to vote (Inhabitants of the area of benefit of 18 years and upward).
One trustee is nominated by Henllys Community Council;
One trustee is nominated by the Henllys District of the Rectorial Benefice of Cwmbran.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntarily and receive no remuneration or other benefits.

All new trustees are given a Members' Information File which contains guidance and information, including a copy of the Scheme.

Trustees have agreed H&S checks which are actioned on a regular cycle; appropriate insurance cover is secured; incident/accident records are maintained.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
- (b) other forms of recreation and leisure-time occupation,

with the object of improving the conditions of life for the inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In line with the Charity Commission's guidance on public benefit the trustees have worked tirelessly through the year to provide & maintain a safe, attractive and sustainable village hall for the community.

This has been a difficult year due to the coronavirus pandemic. Trustees have ensured that Welsh Government regulations and guidelines have been followed to ensure as far as possible the safety of our hirers and everyone entering the building.

Such measures have included risk assessments supplied by each group using the building, our own risk assessment, signage to encourage social distancing, hand sanitisation, wearing of face masks, controls of numbers in each group...

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

1st June 2020 – 31st May 2021

The village hall is a successful focus of the village offering an ever-widening range of classes and events for the community.

For much of the year we were not open, lockdowns due to the coronavirus risk.

When we have been able to open there are various activities in the hall which have been able to continue, albeit with smaller numbers, such as – Zumba dance; Tai Chi classes; toddlers' groups; Weekly amateur radio group; Yoga and children's ballet classes..

In addition to the day to day management of the building, the Henllys Village Hall Committee have, during the year –

Undertaken regular H&S checks;
Undertaken general repairs and maintenance.
Installed an external CCTV system

Section E

Financial review

Brief statement of the charity's policy on reserves

'The policy of the committee is to retain unrestricted funds not committed or invested (the 'free reserves') to cover any significant unforeseen changes in the levels of its regular income or expenditure. The amount of these free reserves should equate to no more than approximately 6 months of the normal expenditure of the charity.'

Details of any funds materially in deficit

Further financial review details (Optional information)

Section E

Financial review

Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

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Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section F

Other optional information

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Section G

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)	Linda Alice Westerman	
Position (eg Secretary, Chair, etc)	Secretary	
Date	21/02/2022	



Henllys Village Hall

Income & Expenditure Report

1st June 2020 - 31st May 2021

Income Categories

£'s

Hall Hire Regulars	5,074.00
Hall Hire Occasionals	-95.00
Donations	2,251.00
Fundraising Income	0.00
Bank Interest	1.15
FIT Income	841.06
Other	23,000.00

Total Income

£31,072.21

Expense Categories

Gas	764.47
Electric	1,379.78
Water	144.63
Cleaning	5,554.21
Hygiene	1,145.47
Capital Spend	1,931.80
Professional Fees	312.00
Fundraising Costs	1.89
Henllys CC Fete	0.00
Repairs & Maintenance	2,174.68
Licences	709.86
Insurance	1,027.40
Admin/Stationery	0.00
Broadband/Phone	518.40
Other Expenditure	0.00
Hall Supervisor	3,581.16

Total Expenditure

£19,245.75

Net Income

£11,826.46

Carried forward from previous year

Current Account	£8,545.88
Savings Account	£6,009.74

Total Funds (Accounts) £ 26,382.08

Balance end of May 2021

Current Account	20,371.19
Savings Account	6,010.89

Total Funds (Bank Statements) £ 26,382.08

HENLLYS VILLAGE HALL

BALANCE SHEET

AS AT 31ST MAY 2021

CURRENT ASSETS

Current Bank Account	20,371.19
Savings Bank Account	<u>6,010.89</u>
	26,382.08

LESS CURRENT LIABILITIES

Accountancy Fees	<u>324.00</u>
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NET ASSETS	<u>26,058.08</u>
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REPRESENTED BY:-

Undistributed funds b/f	14,243.62
Excess of Income over Expenditure	<u>11,814.46</u>
Undistributed funds c/f	<u>26,058.08</u>

We have independently examined the books and vouchers of Henllys Village Hall for the year ended 31st May 2021. We can certify that in our opinion the Balance Sheet and Income and Expenditure Account as at that date gives a true and fair view of Henllys Village Hall's financial affairs.

Steve Turzynski & Co.,
Accountants
15-17 Commercial Street
Old Cwmbran
Cwmbran
Torfaen
NP44 3LR



HENLLYS VILLAGE HALL

INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MAY 2021

INCOME

Hall Hire - Regulars	5,074.00	
Hall Hire - Occasional	(95.00)	
Donations	2,251.00	
Covid Recovery Grants	23,000.00	
Fit Income	841.06	
Bank Interest	<u>1.15</u>	
	31,072.21	

EXPENDITURE

Gas	764.47	
Electricity	1,379.78	
Water	144.63	
Cleaning	5,554.21	
Hygiene	1,145.47	
Professional Fees	324.00	
Fund Raising Costs	1.89	
Capital Spend	1,931.80	
Repairs and Maintenance	2,174.68	
Licences	709.86	
Insurance	1,027.40	
Administration and Stationery	-	
Broadband and Telephone	518.40	
Hall Supervisor	<u>3,581.16</u>	19,257.75

EXCESS INCOME OVER EXPENDITURE

11,814.46