

## **Cropwell Butler & Tithby Village Hall . Chairmans Report 2021/22**

### **Highlights of the year**

2021/22 was once again severely impacted by the covid pandemic which meant no fund raising events were held and the committee did not meet in person between Sept 2020 and August 2021. The later being the first opportunity to hold the Annual General Meeting for financial year 2020/21.

Despite this disruption the revenue from bookings almost recovered back to pre pandemic levels and the grant from the government along with proceeds from the 50:50 club meant that we were able to maintain the hall and make some modest improvements whilst still finishing the year in a healthy financial position .

On the administrative front considerable effort was put into developing and implementing a comprehensive Data Protection policy something previously not considered by the committee.

### **Meetings**

It was only possible to hold 7 physical meetings with monthly updates being produced to keep the committee informed in the interim.

### **Treasurers Report**

We closed the year with a bank balance of £43,650 largely due to a surprisingly large insurance claim settlement of £32,182.08 . The bulk of which was received at the back end of the year . A more detailed description of the accounts can be found in Keith's notes which accompany the Profit and Loss Statement distributed separately.

It is anticipated that our expenditure on energy will rise significantly next year which could jeopardise our objective of covering all our day to day running costs with the revenue from bookings . However given the healthy state of the bank account it was decided to hold prices at their current level for the next 12 months . This has been well received by our hirers whilst leaving the door open to adjust prices in 12 months time if costs have not returned to something more sustainable . Given the uncertainty surrounding running costs it is intended to hold a higher financial reserve than normal for the year ahead .

### **Social Activities**

It was touch and go whether we would be able to hold our "carols around the Xmas tree" event, but in the end we decided to go ahead and were pleasantly surprised at the turnout . The singing was led by members of the Nottingham male voice choir and everyone enjoyed the occasion along with the mulled wine and mince pies provided .

It wasn't possible to organise the village quiz night in its usual slot of March as restrictions were only lifted in February . However despite some misgivings as to how many might attend we decided to go ahead in April . Although some villagers were not ready to meet up indoors in large numbers , 67 villagers did attend . Everyone had a great time and I am sure were delighted to get back to something approaching "normal" .

## **Maintenance and Improvement Projects**

Despite the hall only being in use for part of the year all routine maintenance and servicing activities were carried out as normal . In addition the back room was redecorated along with the front porch and outside railings. In addition all interior walls were touched up as needed . As a result the hall remained in a very good state of repair . Lastly the long anticipated project to install remote management of the heating system was completed and has transformed the weekly effort required to set the heating and greatly enhanced our ability to micromanage the settings through the week . I am confident this will reduce our energy consumption and enable a more responsive service to the hirers .

## **Future Activities and investments .**

As a result of the unexpected size of the insurance settlement and the impending energy crisis , the committee decided to prioritise replacement of the single glazed windows with double glazed equivalents . The project entails replacing 9 of the windows, including the 3 large ones in the main hall, along with the emergency exit door which has a badly warped frame . The new windows and door will be made of hardwood to a design sympathetic to the building and in line with the advice of the Conservation Officer from Rushcliffe BC. Work will be completed in the summer school holidays and well before the colder months . It is expected that this project will greatly improve heat retention throughout the hall and assist in keeping our energy costs under control

Also planned for the summer holidays is the complete refurbishment of the wooded floors last done c.7 years ago. This will involve the repair of any loose tiles ,the sanding ,varnishing and polishing of the original wooden floors

We did briefly consider a project to remove the stage and extend the main hall but felt that there were too many unknowns to embark on such a large project at this time and the need for measures to help with heat retention were more pressing . This project along with potential upgrades to the kitchen , meeting room and the heating system itself, remain under consideration.

## **Acknowledgements**

I would like to thank every member of the committee for their continued support through what was another difficult year . However there are a number of members I would like to give a special mention . In particular... Keith for helping secure the Govt grant and significant insurance settlement , which has put the committee in such a strong financial position. Isabel for maintaining the 50: 50 revenues despite not much activity at the hall and Anne for leading the work on Data Protection . Lastly I would like to thank John for gone thing in particular but his advice and guidance to me personally over a number of years and his willingness to help in whatever capacity is needed whether that be producing promotional material and tickets for events such as the carol singing and village quiz ,producing documentation and signage for data protection and covid , and of late producing a comprehensive tender document for the new replacement windows and managing the procurement process through to the selection of the successful contractor.





Charity Name <b>Cropwell Butler and Tythby Village Hall</b>		No (if any) 522207
<b>Receipts and payments accounts</b>		
For the period from 1-Apr-21	To 31-Mar-22	Period end date 31-Mar-22

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**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 £
<b>A1 Receipts</b>					
Insurance Claim	32,182	-	-	32,182	10,765
Donations	1,258	-	-	1,258	2,795
Fundraising Events	732	-	-	732	1,438
Hire of Hall	6,318	-	-	6,318	230
Newsletter Advertising	151	-	-	151	3
Interest on Reserve Account	2	-	-	2	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	40,643	-	-	40,643	15,231
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	40,643	-	-	40,643	15,231
<b>A3 Payments</b>					
Cost of fundraising	990	-	-	990	-
Cost of Cleaning	535	-	-	535	557
Lighting and Heating	1,600	-	-	1,600	1,855
Water and Rates	653	-	-	653	643
Insurance	940	-	-	940	921
Repairs and Maintenance	2,748	-	-	2,748	1,969
Newsletter Printing & Expenses	1,245	-	-	1,245	1,437
other	277	-	-	277	49
	-	-	-	-	-
<b>Sub total</b>	8,988	-	-	8,988	7,431
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	8,988	-	-	8,988	7,431
<b>Net of receipts/(payments)</b>	31,655	-	-	31,655	7,800
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	11,995	-	-	11,995	4,195
<b>Cash funds this year end</b>	43,650	-	-	43,650	11,995

**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 £
<b>B1 Cash funds</b>	cash at bank	2,249	-	-
	savings account	41,401	-	-
		-	-	-
	<b>Total cash funds</b>	43,650	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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


**From:** reevesk@aol.com   
**Subject:** Annual Return  
**Date:** 4 August 2022 at 10:30  
**To:** mikejones0811@gmail.com

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Hi Mike

I am trying to do the annual return for the Charities Commission but they now insist on downloading documents.

I can do your annual report and the accounts but I can only get the audit report in JPEG which is not acceptable.

Can you change this into PDF or Word for me as it is outside my technical abilities.

Thanks - Keith

**Independent Examiner's Report to the Trustees of the Cropwell Butler and Tythby Village Hall**

*I report to the Trustees on my examination of the accounts of the Cropwell Butler and Tythby Village Hall, charity number 522207, for the year ended 31 March 2022 which are set out in the Receipts and Payments Account and Statement of Assets and Liabilities.*

**Responsibilities and Basis of Report**

*As the charity 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 1455(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 that in any material respect*

- 1. Accounting records were not kept 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 establish a proper understanding of the accounts to be reached.*



Signed *P. J. Evans*

Name *PETER JONATHAN EVANS*

Address *KNOLL HOUSE BACK LANE CROPWELL BUTLER NG12 3AD*

Date *19 May 2022*

