

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	April	2020		31 <sup>st</sup>	March	2021

## Section A Reference and administration details

Charity name

Drakes Broughton Village Hall

Other names charity is known by

As above

Registered charity number (if any)

523122

Charity's principal address

Walcot Lane

Drakes Broughton

Pershore, Worcs.

Postcode

WR10 2AJ

### 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	Janet Butterworth	Chair		Trustee
2	Tina Pell			Trustee
3	Lucy Wood			Trustee
4	Sheila Boniface			Trustee
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As above	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Based on applications and applicants interviewed, vetted and appointed by existing Trustees

### 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.

No training was undertaken by the Trustees during the reporting period.

The Charity's/Trustees organisational structure is set out below.

Trustees: As laid out in the DBVH Trust document.  
DBVH Management Committee

The DBVH Management Committee takes on the legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in the day-to-day operations.

The role of the Management Committee can be subdivided into three areas:

#### 1) Leadership:

- To be committed to the values of the charitable trust
- To develop a friendly, accessible facility to be used by clubs, associations, groups and individuals for the community to come together for leisure, recreation and education.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of DBVH and the wider issues that affect its position and function within the local community.
- To ensure the performance of the organisation is regularly monitored and evaluated.
- To set dates and agree agendas for the AGM and any other general meetings.

## 2) Accountability and Legal Responsibilities:

- To ensure DBVH complies with its governing document i.e. constitution.
- To ensure the organisation keeps to the law governing charities and adheres to all other appropriate legislation.
- To ensure the organisation makes efficient use of resources, that all monies are applied to its agreed plans and budgets.
- To ensure that risks to the DBVH, volunteers and service users are at an acceptable level and are effectively mitigated and managed.
- To be accountable to users, funders and other stakeholders.
- To ensure the hall has effective health and safety policies and that they are regularly reviewed
- To ensure DBVH is properly insured and protected against all reasonable liabilities and these policies are reviewed regularly.

## 3) Financial Management:

- To ensure finances are responsibly managed and understand the financial position of DBVH.
- To ensure DBVH operates within its agreed accounting policies and business plan agreed at the AGM each year.
- To ensure adequate financial resources.
- To agree the annual report.
- To contribute to fundraising strategies.
- To ensure the hall is kept in good repair and the organisation's assets and resources are well-managed.
- To discuss and agree the lettings policy, including pricing.
- To discuss and agree grant applications.

## Roles and Responsibilities

It is proposed that the Management Committee is made up of the following:

- Trustees: Janet Butterworth, Tina Pell, Lucy Wood, Sheila Boniface
- Chairperson- a Trustee and independent of the DBVH Committee and Fund-Raising Committee- currently Janet Butterworth
- In the absence of the Chairperson, meetings are chaired by another independent Trustee i.e. Sheila Boniface or Lucy Wood.
- Treasurer-Martin Boniface
- Chair of DBVH Committee-Tina Pell
- 1 further representative of the DBVH Committee to be elected and agreed by the DBVH committee
- Chair of DBVH Fund Raising Committee- currently Martin Boniface

As the Hall building work progresses we may want to consider having a specific role dedicated to publicity/social media and other communications to publicise the new facilities and keep people updated with what is going on. This could then continue once the building is completed in terms of events, working parties and fund raising.

## DBVH Committee

This group will consist of a representative from each group using DBVH, subject to the maximum number indicated in the constitution-see Implementation Timescales section. Their role is to:

- Discuss any concerns/issues arising from the use of the hall
- Make recommendations to the Management Group regarding further investment in facilities/equipment
- Discuss and make recommendations on any matters identified by the Management Group e.g. safety measures, organising events in conjunction with the fund-raising group

#### DBVH Fund Raising Committee.

This group will consist of volunteers keen to identify and promote fundraising activities for the Hall. The role of the group is to:

- Identify opportunities for fund raising e.g. grants
- Suggest a schedule of fund-raising and social events using the data from the most recent survey which highlighted those likely to be the most popular with the community.
- Liaise with the DBVH Committee to promote, organise and hold such events.

#### Rebuilding Group

This group consists of those actively involved in the oversight of the rebuilding project as part of the overall rejuvenation of the Village Hall. The group reports to the DBVH Management Group but also has a dotted reporting line to the Parish Council as they hold the funds for the rebuilding project. The role of the group is to:

- Oversee the tender process
- Make recommendations to the DBVH Management Group and the Parish Council relating to the appointment of the builder and works to be included.
- Make recommendations to the DBVH Management Group and Parish Council on timescales and schedule of work
- Make recommendations to the DBVH management Group and Parish Council on fixtures and fittings
- To represent the DBVH Management Group at monthly site meetings and to monitor and report progress of the works to the DBVH Management Group and DBVH Committee

#### Structure Implementation Timescales:

- This structure is implemented from 1<sup>st</sup> February 2021.
- Frequency of meetings being:
  - Trustees- once a quarter
  - Management Group bi-monthly
  - DBVH Committee monthly
  - DBVH Fund Raising Committee – as needed
- Dates for meetings to be set and agreed at the start of each year starting with Trustees and other to follow sequentially.
- As the work is completed on the Village Hall, in line with the constitution, each group using the hall will be asked to

nominate/elect a representative to sit on the DBVH Committee ensuring the number does not exceed 17, (9 elected members and 8 co-opted members). The date of this taking effect will be determined by the DBVH Management Committee and DBVH Committee notified. Until the notification takes place, DBVH Committee continues in its current format.

Major risks were identified and assessed as the appeared by the Trustees and Management Group. Major risks during the reporting period included those anticipated as a result of the Covid 19 pandemic and the planned major building/rejuvenation work at the Hall. As required certain risks were discussed with the Parish Council.

## Section C

## Objectives and activities

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

The Charity (Drakes Broughton Village Hall) is there to provide a focal point for community activities for the residents of Drakes Broughton, Pirton and Wadborough and other parties who wish to use the Hall for various other purposes.

**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)**

A number of activities take or took place at the Hall during the period 1 April 2020 to 31 March 2021 including:

- Monthly afternoon café
- Various fund-raising activities including quiz night, gardener's forum, whist drives, 100 Club, tabletop sales, tuck shop
- Weekly short mat bowls club
- Regular adult and child dance classes
- Chatterbox, ladies social club
- Local youth team football club
- Tae Kwan Do classes
- Monthly Parish Council meetings

We confirm the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## 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.

No grants were provided by the Charity/Trustees.  
Other than a current and deposit account with Lloyd's Bank, the Charity/Trustees hold no investments.

The Trustees work closely with the Management Group who are responsible for the day-to-day management of and activities at the Hall. See above for details. The Management Group comprises the Trustees and the Treasurer who is also the Head of Fund-Raising.

There is a Village Hall Committee which largely comprises Hall Users. The views of the Committee are sought on a regular basis and major decisions are presented to them for ratification. For example, the decision to undertake major building work at the Hall which commenced in September 2021. All parties are volunteers and all roles are unpaid.

## Section D

## Achievements and performance

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

- At the height of the Covid 19 pandemic and during lockdowns. the Trustees and Management Group continued to meet on a regular basis as a result of using technology including video conferences.
- To continue to operate, albeit on a very limited basis during the Covid 19 pandemic and to remain solvent. This including developing and implementing a Covid 19 risk assessment and guidelines.
- To agree to go ahead with major building and rejuvenation work at the Hall commencing in September 2021 and costing around £300,000.
- To secure grant funding via the Parish Council from Wychavon District Council with a value of over £200,000. Grants monies for the Hall Rejuvenation Project (building work) are held by the Parish Council who make payments for building work as and when needed.
- To secure over £20,000 in grant monies from Covid relief monies as administered by Wychavon District Council
- To develop and implement a new management and governance structure for Hall affairs.
- To develop and foster a positive working relationship with the local Parish Council and various Hall users.
- To develop and maintain better financial oversight of Hall finances in including moving to online banking and development and introduction of a bespoke Excel based ledger to track and manage Hall income and expenditure.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

No formal policy exists regarding reserves and no reserves are held other than Hall monies currently held in two bank accounts with Lloyd's Bank. See accounts.

**Details of any funds materially in deficit**

Not applicable.

**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.

Principal sources of funding during the reporting period included Covid relief grants and fund-raising activities as detailed above. In addition, a 100 Club was run for the first time which raised over £1,000 and contributed towards the Hall rejuvenation project.

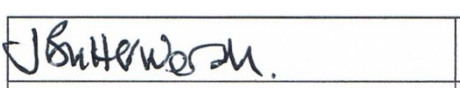
Expenditure during the reporting period was largely focused on maintain and running the Hall. Please see annual accounts.

As the Charity does not hold any investments, no investment policies exist.

**Section F****Other optional information****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)	Janet Butterworth	
Position (eg Secretary, Chair, etc)	Chair	
Date	18 January 2022	



# DBVH Year end A/Cs 2020-21

End of year accounts from Drakes Broughton Village Hall  
1 April 2020 to 31 March 2021

INCOME		OUTGOINGS		CLOSING BALANCES 31/03/2021	
Clothing Bank	£721.50	Electricity	£1,572.04	Current Account	£18,236.79
Donations	£95.00	Gas	£228.36	Savings Account	£6,666.43
Grants	£20,531.79	Water	£808.29	Petty Cash	£38.00
Hall Hire	£2,163.50	Bins	£98.28	Totals	£24,941.22
100 Plus Club	£1,548.00	Cleaning	£752.98		
Fund raising	£264.77	Website	£163.20		
Gross interest	£0.80	Repairs & maintenance	£507.00		
Petty Cash	£65.00	Insurance	£1,153.96		
		100 Club prizes	£499.97		
		Rent	£17.98		
		Petty Cash	£65.00		
		Miscelaeneous	£193.86		
TOTALS	£25,390.36		£6,060.92		
OPENING BALANCE	£5,611.78	CLOSING BALANCE	£24,941.22		
TOTAL	<b>£31,002.14</b>		<b>£31,002.14</b>		

Prepared by Martin A Boniface  
DBVH Treasurer

Dated 28-Apr-21

## **Independent Examiner's Report to the Trustees of Drakes Broughton Village Hall**

I report on the accounts for the year ended 31<sup>st</sup> March 2021 showing the Receipts and Payments for the year and the statement of assets and liabilities as at the year end..

### **Respective responsibilities of the Trustees and Independent Examiner**

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to-

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

### **Basis of Independent Examiner's statement**

My examination was carried out in accordance with the 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 management committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention,

1. Which give me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with s 130 of the 2011 Act: or
  - To prepare accounts which accord with these accounting records, have 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.

**Allan Brown F.C.A.**

**22<sup>nd</sup> June 2021**