



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name	Hood Memorial Hall
Other names charity is known by	Devauden Village Hall
Registered charity number (if any)	524336
Charity's principal address	Devauden
	Chepstow
	Monmouthshire
Postcode	NP16 6NX

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	John Rowlands	Chair		
2	Kevin McElroy	Vice Chair		Devauden Community Council
3	Debbie Walker	Secretary	Until 17 September 2020	
4	Jo Cann	Secretary	From 5 June 2020	
5	Gareth Jones	Treasurer		
6	Martin Chainey			
7	Rich Francis		1-30 September 2020	
8	Peter Gardiner		From 5 June 2020	
9	Alison Jones			Devauden Green Women's Institute
10	Peter Kenington			St James The Great of Devauden Parochial Church Council
11	Julie Layzell		Until 3 June 2020	
12	Tessa Legg			
13	Richard May		From 17 November 2020	
14	Sarah Trim			
15	Tim Walker		From 19 February 2021	

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

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	National Westminster Bank plc	16 The Plain, Thornbury, Bristol BS35 2BF

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

N/A

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)	There are up to 12 trustees of the charity. Trustees are appointed or reappointed by election at the Annual General Meeting, apart from three who are nominated by the local bodies set out in the trust deed (namely one trustee is nominated by each of the Devauden Community Council, the Devauden Green Women’s Institute and the St James the Great of Devauden Parochial Church Council). At the AGM, one third of the elected trustees retire (specifically, those who were elected or re-elected the longest time ago). Trustees may also be co-opted by the committee between AGMs, and any such trustees must retire and, if wishing to continue in the role, seek election at the next AGM. A retiring member is eligible for re-election at the AGM.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>All trustees are provided with a copy of the charity’s Trust Deed, a document outlining their responsibilities and a short history of the hall, and the charity’s Financial Policies and Procedures and Committee of Management Rules documents (both of which were ratified on 4 June 2020).</p> <p>The charity’s committee of management comprises all trustees. It elects the chair, vice chair, treasurer and secretary at its first meeting after the AGM. The committee takes all major decisions relating to the management of the charity. Sub-committees may be formed with express authorisation to take certain decisions. Generally, sub-committees are formed to organise major events. During this year a sub-committee was in operation to organise the Devauden Festival planned for May 2020, which was cancelled due to the covid-19 pandemic. Working groups may also be formed, but do not have any decision-making authority, and must present recommendations to the committee. During this year the Finance working group was in operation.</p> <p>The charity is not part of any wider network and raises its own funds, primarily through fund-raising events held throughout the year and income from rental of the hall. It liaises with Devauden Community Council and Monmouthshire County Council (e.g. to give notice of major events), other local community organisations (including the Devauden Green WI, the St James the Great of Devauden Parochial Church Council and local Scouting groups, all of which use the hall), and local businesses (e.g. to request sponsorship and to place orders for goods and services).</p> <p>The charity relies on numerous local volunteers (including trustees) to help run events. Maintaining the enthusiasm and commitment of volunteers is of huge importance to the charity.</p> <p>The committee is responsible for management of the controls and risks around the charity’s finances, in line with the documented financial policies and procedures. Notably during this year the committee agreed the charity’s first formal reserves policy. The covid-19 pandemic meant the charity could not rely on funds from the many fund-raising events that would normally take place or from hall rental income. The charity had sufficient reserves to cover its ongoing costs and also received significant donations from Monmouthshire County Council.</p> <p>The sub-committees responsible for major events also assess risks related to those events and put in place and execute detailed event management plans that are shared in advance with the Event Safety Advisory Group at Monmouthshire County Council.</p> <p>All trustees and members of the management committee give their time voluntarily and receive no remuneration or other benefit.</p>
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Summary of the objects of the charity set out in its governing document

Management and maintenance of the Hood Memorial Hall and its grounds for the use of the inhabitants of Devauden and the neighbourhood without discrimination in accordance with the charity's equal opportunities policy, and in particular, for use for meetings, and other forms of recreation and leisure-time occupation, including the provision of sports, arts, leisure and educational activities with the object of improving the conditions of life for the said 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)

The main activities that the charity undertakes are:

- Rental of the main hall, the Ferard meeting room and the hall grounds to community groups and private groups. In effect the charity subsidises the rental cost because the rental income is less than the cost of operating and maintaining the hall and its grounds. Meetings open to the public attract a lower rental cost than private meetings.
- Operation of sport, arts, leisure and educational events aimed at the beneficiaries of the charity. Often these also raise funds for the charity via raffles, entrance fees, sales of food and drink and so on. Notably, the annual Devauden Festival typically generates a large surplus that has enabled the hall to invest in its physical assets.
- Donations to selected charities and non-profit organisations, typically with some connection to the beneficiaries of the charity.
- Provision of the hall grounds and Cae Ni, a large field adjoining the hall grounds, for the day-to-day use of the community.
- Maintenance of public amenities including the children's playground located in the hall grounds, the defibrillator in the former BT telephone box, and the statue of John Wesley on the village green.

The trustees keep in mind the Charity Commission's guidance on public benefit when planning activities for the year, and aim to cater for all members of the community of Devauden and its neighbourhood.

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.

In normal operating years the charity makes a significant donation to the Severn Area Rescue Association, which often helps at major events run by the charity. The charity also occasionally runs events in aid of specific charities (often instigated by volunteers who wish to raise funds for a specific charity).

The operation and maintenance of the charity relies entirely on volunteers – notably the trustees that form the committee of management of the hall plus many other volunteers who help with maintenance of the hall and its grounds and who run and help with events. We continued to rely on volunteers during this year, particularly for maintenance of the hall and its grounds which continued despite the low usage of the hall.

Summary of the main achievements of the charity during the year

The operation of the charity was significantly affected by the covid-19 pandemic and the restrictions on public meetings that were in place at various times during the year. The committee undertook and maintained a covid-19 risk assessment for use of the hall and ensured groups that wished to use it also undertook their own risk assessments and put in place appropriate procedures and controls.

Despite the pandemic, the hall was used during the year when permitted by various groups including the bowling club, scouting groups, St James The Great Church, the sewing club, a yoga group, Devauden Green WI and the BMW Club – Western Section. However, it was not possible to hold the annual Devauden Festival, fete, Devauden Races or the fireworks event.

Throughout the year the charity continued to maintain the hall, its grounds, the children's playground, Cae Ni, the statue of John Wesley and the Devauden defibrillator. Cae Ni was used by local residents extensively during the year, given the various covid-related restrictions and lockdowns that were in place. The main hall building was externally redecorated during the summer of 2020 and the playground equipment and fence were treated with wood preserver in September 2020, both by groups of volunteers. A cycle repair station was installed on the external wall of the hall by Monmouthshire County Council in the autumn of 2020. A bench in memory of Michael Layzell, a former trustee, was installed in Cae Ni.

A grant of £500 received for the Devauden Races event, which was cancelled, was donated to the Severn Area Rescue Association (SARA, registered charity 505504). A silent auction with bids submitted by email and by phone for donated lots was held in November 2020, raising £887 in aid of SARA.

An online quiz night was held in December 2020, in aid of the Chepstow and District Parkinson's group (affiliated with Parkinson's UK).

Brief statement of the charity's policy on reserves

The charity has a reserves policy which was approved on 4 June 2020. A reserve is maintained in order to ensure the stability of the ongoing operations of the charity by providing an internal source of funds for situations such as a sudden increase in expenses due to one-off, unplanned issues (e.g. urgent and uninsured building works) and for an unanticipated reduction in funding (e.g. poor attendance at a major event). The target minimum reserve fund is equal to the average annual operating cost calculated at the end of each financial year.

The simplification of the charity's finances due to the covid-19 pandemic enabled us to identify the typical minimum annual costs to operate the charity (primarily maintenance and running costs of the hall and its grounds), and a reserve fund of £15,000 is being maintained as a designated fund.

Details of any funds materially in deficit

None

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.

In regular years the charity's principal sources of funds are:

1. rental income
2. a small society lottery that raises restricted funds to be used for maintenance of the hall and its grounds
3. income from events, including sponsorship of major events.

An analysis of the 2019-20 finances revealed that the income from renting the hall, the lottery and all events except the Devauden Festival (in May 2019) was less than the costs of operating and maintaining the hall and its grounds. In other words, some of the profit generated by the Devauden Festival is essential for the charity to cover its costs.

In this financial year the charity did not run any physical events and rental income was a fraction of the normal income. The lottery ran as normal. Some of the charity's reserves would have been required to cover the resulting deficit. However, Monmouthshire County Council made significant donations to the charity during the year that meant the charity's reserves were not used.

The charity's expenditure during the year was virtually entirely on keeping the hall building and its grounds in good order in preparation for use once the covid-19 pandemic allowed, in line with the objects of the charity.

The charity therefore remains in good financial health. Cash is held in its bank accounts and the charity does not use any other form of investment.

Section F

Other optional information

Right at the end of the 2020-21 financial year, there was much uncertainty around when the charity would be able to operate as normal, because of the ongoing covid-19 pandemic. However, the charity's finances were (and still are) in good shape and it can survive for several years without new revenue. Since then, most of the groups that used to use the hall have returned and there were a successful fete and bonfire night held in September and November 2021 respectively, and some smaller events. Future restrictions on public events and gatherings remain significant risks, as seen with the Omicron variant of covid-19 at the end of 2021.

Plans to extend the hall received planning approval in April 2020 but have been put on hold pending consultation with the local community to determine what significant investments should be made by the charity. The long-term consequences of the covid-19 pandemic also need to be factored into such a decision.

There were several changes in trustees during this financial year and further changes after the end of the financial year, including the resignation of John Rowlands as chair and trustee in November 2021. We would like to thank John for his dedication and hard work over a decade, which has seen the charity placed on a strong financial footing, major improvements in the facilities in the hall and the acquisition of Cae Ni. We would also like to thank all the volunteers, donors and sponsors who have kept the charity operating.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature		
Full name(s)	Kevin McElroy	Tim Walker
Position	Chair	Vice Chair
Date	31 January 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hood Memorial Hall

5224336

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/20		31/03/21

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 £	2019-20 to the nearest £	2018-19 to the nearest £
A1 Receipts						
Interest	-	-	-	-		-
Hall Hire	1,165	-	-	1,165	7413	8,296
Donations	24,130		-	24,130	1031	875
Events	3,057	-	-	3,057	56236	61,402
Other fundraising	1,165	2,266	-	3,431	2610	2,968
Sponsorship	313		-	313	4525	4,400
Other	300		-	300		455
Sub total(Gross income for AR)	30,130	2,266	-	32,396	71,815	78,396
A2 Asset and investment sales, (see table).						
	-	-	-	-		-
	-	-	-	-		-
Sub total		-	-	-		-
Total receipts	30,130	2,266	-	32,396	71,815	78,396
A3 Payments						
Council tax	-		-	-	181	177
Water	226		-	226	464	351
Electricity	840		-	840	835	766
Oil	409		-	409	491	602
Cleaning	888		-	888	1,598	1,085
Kitchen and toilet disposables			-	-	673	509
Insurance	1,066			1,066	1,698	1,949
Maintenance	1,850	1,134		2,984	3,893	3,600
Equipment				-	575	722
Events Expenses	836			836	37,861	49,530
Building/fixtures			-	-	-	272
Grants and donations	1,437			1,437	4,782	2,286
Postage & Stationery				-	-	143
Professional fees& Licences	1,467			1,467	2,065	1,391
Loans repayment			-	-	-	12,120
Other	2,509	1,130	-	3,639	1,093	1,869
		-	-	-	-	-
Sub total	11,528	2,264	-	13,792	56,209	77,372
A4 Asset and investment purchases, (see table)						
	-	-	-	-		-
	-	-	-	-		-
Sub total	-	-	-	-		-
Total payments	11,528	2,264	-	13,792	56,209	77,372
Net of receipts/(payments)	18,602	2	-	18,604	£15,606	1,024
A5 Transfers between funds			-	-		10,232
A6 Cash funds last year end	35,146	5,441	-	40,587	£24,984	13,663
Cash funds this year end	53,748	5,443	-	59,191	£40,588	24,919

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 £
B1 Cash funds		53,748	5,443	-
		-	-	-
		-	-	-
	Total cash funds	53,748	5,443	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hood Memorial Hall		-	-
	Gardiner Storage Building		-	-
	Hall Grounds		-	-
	Cae Ni field.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		TIM WALKER, VICE CHAIR		31/01/22
		KEVIN MCELROY, CHAIR		31/01/22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HOOD MEMORIAL HALL

On accounts for the year
ended

31/03/2021

Charity no
(if any)

524336

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 03 2021**

Responsibilities and
basis of report

As the charity's 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 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

24/01/2022

Name:

VIVIEN JOY SCOTT

Relevant professional
qualification(s) or body

ACB MAAT

(if any):

Address:

33 MAIN ROAD

PORTSKEWETT

MONMOUTHSHIRE

NP26 5SA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hood Memorial Hall

5224336

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/20		31/03/21

Section A Receipts and payments

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A1 Receipts				
Interest	-	-	-	-
Hall Hire	1,165	-	-	1,165
Donations	24,130	-	-	24,130
Events	3,057	-	-	3,057
Other fundraising	1,165	2,266	-	3,431
Sponsorship	313	-	-	313
Other	300	-	-	300
Sub total (Gross income for AR)	30,130	2,266	-	32,396
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total		-	-	-
Total receipts	30,130	2,266	-	32,396
A3 Payments				
Council tax	-	-	-	-
Water	226	-	-	226
Electricity	840	-	-	840
Oil	409	-	-	409
Cleaning	888	-	-	888
Kitchen and toilet disposables	-	-	-	-
Insurance	1,066	-	-	1,066
Maintenance	1,850	1,134	-	2,984
Equipment	-	-	-	-
Events Expenses	836	-	-	836
Building/fixtures	-	-	-	-
Grants and donations	1,437	-	-	1,437
Postage & Stationery	-	-	-	-
Professional fees & Licences	1,467	-	-	1,467
Loans repayment	-	-	-	-
Other	2,509	1,130	-	3,639
	-	-	-	-
Sub total	11,528	2,264	-	13,792
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	11,528	2,264	-	13,792
Net of receipts/(payments)	18,602	2	-	18,604
A5 Transfers between funds				
A6 Cash funds last year end	35,146	5,441	-	40,587
Cash funds this year end	53,748	5,443	-	59,191

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 £
B1 Cash funds		53,748	5,443	-
		-	-	-
		-	-	-
	Total cash funds	53,748	5,443	-
	(agree balances with receipts and payments account(s))			

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature _____

Print Name

Date of approval _____