

# Salwarpe and District Village Hall

Registered Charity No.525139

## Trustees' Annual Report for the year ended 31 March 2021

Salwarpe and District Village Hall ("the Foundation") is governed by the terms of a Deed of Conveyance dated 22 February 1973.

The Foundation is established for the maintenance of a Village Hall for the use of the inhabitants of the parish of Salwarpe and the neighbourhood ("the area of benefit" as defined in the Trust Deed). The Village Hall has been provided for letting to persons both within the area of benefit and to other parties throughout the year. In carrying out these activities and exercising their powers and duties under the Trust Deed, the Trustees have paid due regard to the guidance on public benefit published by the Charity Commission.

The principal office of the Foundation is Old School House, Salwarpe, Worcestershire, WR9 0AH, being the address of the Secretary, Mrs M Harris.

The members of the Committee of Management are Trustees of the Foundation. The names of all the trustees at the date of this report and other trustees acting during the financial year are set out below in alphabetical order. Elected Members of the Committee are normally appointed at the Annual General Meeting but the Committee has the power at other times to co-opt further members to act until the following Annual General Meeting. The local organisations set out in the Trust Deed may appoint Representative Members of the Committee; their names are to be advised to the Secretary of the Committee, in advance of any Annual General Meeting, for appointment for the year following that Annual General Meeting.

Mr C Downey

Mrs M Harris

Mrs C Luscombe

Mr F Randall

Mr R Drury

Mr J Hill\*

Mrs M Miles\*

\*denotes Representative Member

### ***Financial Review***

The accounts for the year ended 31 March 2021, which are enclosed with this report, show a deficit for the year of £11,963. As a charity, Salwarpe Village Hall has received support during the current Covid-19 pandemic, by way of Government funded grants totalling £19,669 in the year. This sum is shown separately in the Reserves.

The operating figures for the hall have been dramatically affected by the pandemic. Indeed, as may be seen from the accounts, without the benefit of the grant support there would have been a reduction of about 30% in the 2020 Reserves.

Prolonged periods of closure and restrictions in allowable activity meant that hire income fell by 80% from the 2020 figure, which itself was substantially down from the year before when the pandemic was starting to have an effect. Compared with 2018-19, hire income is down by more than £20,000.

The need to ensure that when the hall was available for use it was Covid secure, gave rise to extra costs, both once-off and ongoing while the pandemic continues. Even during periods of closure there are regular costs to ensure that the condition of the hall is maintained as well as staying physically secure. However, in addition, there were some unexpected costs including £700 for roof repairs and £1800 to replace the oil tank which had started to leak, although fortunately little oil escaped from the inner lining. With reduced usage, utility costs were naturally lower and, having filled the oil tank at the end of the previous year, it has not been necessary to replenish it in 2020-21, in spite of the leak.

Whenever possible, we have continued to make use of the Section 106 funds arising from the Copcut development. During the past twelve months, a fogging machine was purchased to provide a means of ensuring a contamination free environment for the safety of hirers, as well as our caretaker and booking secretary, who are required to spend time in the hall even during the periods of lockdown. Again, for safety reasons, hirers were required to use a separate door when departing the hall and extra lighting and paving was installed, using Section 106 funds.

It is early days but it is clear that assuming the national recovery from the pandemic is maintained, there is a demand for use of the hall. However, the income will be slow to build and meanwhile operating costs continue. Thanks to the excess of the grant support over the operating deficit in the year, the hall reserves show an increase to £45,315, but this will come down if, as expected, there is an operating deficit for some months yet.

The accounts were reviewed by the Independent Examiner without qualification and a copy of his report has been filed with the signed accounts.

### ***Chairman's Report***

It has been a challenging year for the SVH Trustees. However generous grants from Wychavon have enabled us to maintain the hall as a COVID-19 free environment.

On March 23 2020 the hall was closed ensuring that closure complied with insurance guide lines for temporarily unoccupied buildings. Nikki, Steve and Nicky have all continued their employment throughout.

At the beginning of June the hall was prepared for re-opening with advice from Community First. A detailed risk assessment was carried out and various health and safety measures were implemented including the purchase of a fogging machine for weekly sanitisation of the hall. A One Way Entrance and Exit system was introduced. The hiring agreement was updated with COVID guidelines and hirers had to produce their own risk assessment and evidence of insurance.

Hirers gradually returned to the hall throughout the summer until November 3 when the hall was closed for the second wave of the pandemic. All the necessary measures for closure were implemented. There was a brief period in December when the hall opened for limited activities but closed at Christmas and did not open until April 12 2021. There has been a gradual resumption of activities since then according to government guidelines.

Regular maintenance has continued, when possible, throughout this period. The roof has been repaired, the chair room completely redecorated, the oil tank replaced due to a leak internally, and the central heating pump has been replaced due to failure. Sundry other jobs were completed.

My thanks to all who have had to put in extra work to keep everything running smoothly. Our thanks and best wishes to Rhod Drury who is moving away for all his help and advice over the last few years.



# SALWARPE & DISTRICT VILLAGE HALL

Accounts for the year ended 31 March 2021

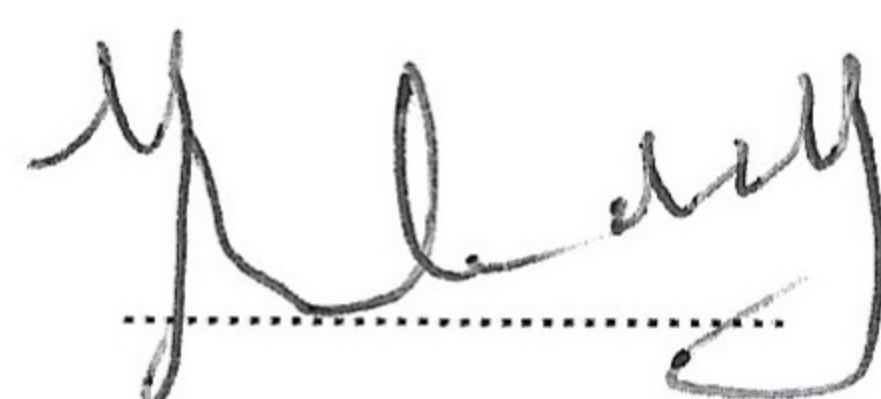
Registered Charity No. 525139

## RECEIPTS AND PAYMENTS ACCOUNT

	2020-21	2019-20
<b>Receipts</b>		
Hirings	4193.00	21454.00
Investment income - deposit interest	535.93	537.74
Section 106 grant	1081.00	1897.00
Other income	11.97	31.97
<b>Total Receipts</b>	<b>5821.90</b>	<b>23920.71</b>
<b>Payments</b>		
Bookings secretary	2944.59	2600.59
Caretaker	4612.00	6724.00
Cleaning charges	390.00	726.00
Insurance	1195.85	1163.71
Licensing fees	257.45	301.09
Maintenance of grounds	948.00	720.00
Repairs & maintenance		
Building maintenance	3224.74	3507.76
Cleaning materials	593.92	244.57
Electrical, heating & plumbing	1086.10	0.00
Furnishings	0.00	668.04
Refuse collection	260.52	339.04
Window cleaning	120.00	135.00
Section 106 improvements	1081.00	1897.00
Utilities		
Electricity	595.86	725.48
Oil	0.00	1721.32
Water & sewage	266.67	355.43
Miscellaneous		
Web site costs	159.18	37.80
Other	49.44	365.15
<b>Total Payments</b>	<b>17785.32</b>	<b>22231.98</b>
<b>Net surplus for the year</b>	<b>-11963.42</b>	<b>1688.73</b>

## STATEMENT OF ASSETS & LIABILITIES

	31.3.21	31.3.20
<b>Reserves</b>		
General		
Brought forward	37609.25	35920.52
Covid -19 grants	19669.21	0.00
Net surplus for the year	-11963.42	1688.73
<b>Balance at 31 March</b>	<b>45315.04</b>	<b>37609.25</b>
<b>Assets</b>		
Current account	7193.71	1993.85
Deposit accounts	38506.33	35970.40
Advance Deposits	-385.00	-355.00
<b>Total assets</b>	<b>45315.04</b>	<b>37609.25</b>



Treasurer

12/5/21



# **INDEPENDENT EXAMINER'S REPORT ON ACCOUNTS**

## **Independent examiner's report to trustees of Salwarpe Village Hall**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2021

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is required under the requirements of the Charity Commission.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

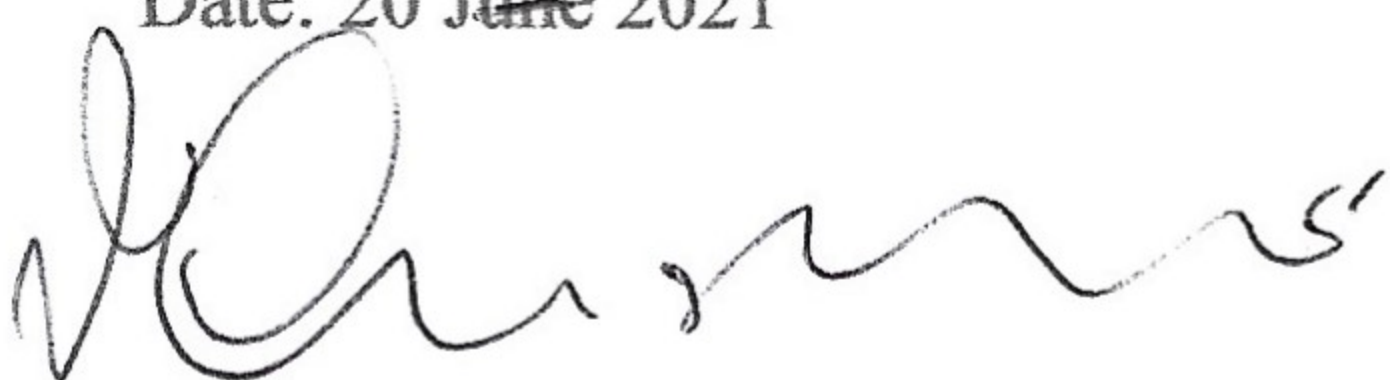
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: I E Argyle

Relevant professional qualification or body: ACIB

Address: Rose Cottage, Newland Common Rd., Newland, Droitwich Spa, Worcs. WR9 7JE

Date: 20 <sup>May</sup> June 2021



Signature.