

Registered Charity  
Number: 810083

THE VILLAGE HALL (TICKTON)

FINANCIAL STATEMENTS

Year ended

31 OCTOBER 2020

Phoenix Accountancy and Business Consultancy Limited

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For the year ended 31 October 2020**

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## **Trustees Annual Report For the year ending 31 October 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 October 2020.

### **Reference and Administrative Details of the Charity, its Trustees and Advisers**

Name of charity: The Village Hall (Tickton)

Working Name: Tickton Village Hall

Charity Registration Number: 810083

Principal Address: Main Street  
Tickton  
Beverley  
East Yorkshire  
HU17 9RZ

Contact Address: c/o Mrs C A Morris  
11 Carr Lane  
Tickton  
Beverley  
East Yorkshire  
HU17 9SD

#### Trustees:

Names of trustees who served during the year and since the year end up to the signing of this report were as follows:

David Morris	Chairperson
Celia Morris	Secretary
Mark Williams	Treasurer
Roger Pike	
Derek Hemingway	
Sandra Fawcett	
Helen Williams	
Richard Powell	The Church in Tickton
Sandra Castledine	FITTA Group
Susan Brice	Tickton CE School
Helen Turner	Tickton Pre-School and Play Pals
James Hadley	Tickton & Routh Parish Council
Catherine Lloyd?	Tickton Women Institute

**Trustees Annual Report  
For the year ending 31 October 2020**

Accountant: Sian Broughton ACMA, CGMA, DChA, MAAT  
Chartered Management Accountant, Director of  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
HU17 9BY

Bankers: NatWest  
60 Market Place  
Beverley  
East Yorkshire  
HU17 8AA  
  
National Savings and Investments  
Glasgow  
G58 1SB

**Structure, Governance and Management**

Governing Document:

The Village Hall (Tickton) is a registered charity governed by a Scheme made by the Minister of Education under the Charitable Trusts Acts adopted on 26 November 1951 and registered as a charity on 27 February 1964.

Recruitment and appointment of Trustees:

The trustees form the Management Committee of the charity. The Scheme of the Charity provides for 15 Trustees of which 5 can be elected at the Annual General Meeting by the members of the Charity, the other 10 are representative members appointed to the Committee by organisations within Tickton which are set out in the Scheme. A resolution can be passed to allow additional representative members from organisations within the area of benefit and not already covered by the Scheme to be elected to the Committee. There is also a provision for the co-option of four additional trustees if required.

The members of the Management Committee are elected at the Annual General Meeting and usually serve for a one year term retiring at the following AGM. All current members of the committee, along with organisations who are eligible to send a representative, are circulated with invitations to nominate trustees in advance of the AGM. The number of members who shall form a quorum at meetings of the committee shall never be less than one-third of the total number of the members for the time being.

## **Trustees Annual Report**

### **For the year ending 31 October 2020**

#### Trustee Induction and Training:

New trustees undergo induction training provided by the other trustees including the activities, aims and objectives of the charity, the structure of the organisation, and general procedures of the organisation. New trustees are introduced to members of staff and other trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to trustees. New trustees are also offered to partake in Induction Training- Roles and Responsibilities.

Any additional training required by the new trustees will be identified during induction, and may be requested at any point by new and existing trustees, where it is considered useful to their role as trustee.

#### Organisational Structure:

The trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted, at one of its regular monthly meetings. Meetings are usually held monthly, except for the months of August and December.

#### Risk Management:

The major risks, to which the Charity is exposed, as identified by the Trustees, are reviewed, annually, along with all policies and procedures, and systems have been established to mitigate those risks.

## **Objectives and Activities**

The object of the Village Hall Foundation shall be the provision and maintenance of a village hall for the purpose of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, clubrooms, library lectures, classes or recreations, as may be found expedient for the advantage or benefit of the inhabitants of the Parish of Tickton without distinction of sex or of political, religious or other opinions.



## **Trustees Annual Report For the year ending 31 October 2020**

### Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the following year are:

- To continue to provide a useful, safe environment within the building and its surrounds, for all users.
- To continue to prioritise its rolling programme of improvements;
- To seek match funding to redesign and upgrade the facilities where possible;
- To enhance the fabric of the building and its contents as and when funds permit.
- To continue to hold fund raising activities with performances from the Little Theatre within the premises.

## **Achievements and Performance**

### Review of Activities 2019 - 20:

Our main achievements during the year were as follows:

During the early part of the financial year, regular hirers of the Village Hall continued as normal and there was a slight increase in usage. The 20<sup>th</sup> annual community pantomime was a huge success.

When the Covid pandemic hit, all the user groups were locked down. The cleaning staff were furloughed and The Little Theatre fundraising was paused.

Following government guidelines, the Pre-School and Play Pals (out of school) provided an essential service for key workers' children.

A weekly outdoor Fruit and Vegetable Market Stall, in the Car Park area, provided a much needed resource for the local community.

Maintenance costs for heating, electrical and fire equipment, along with waste removal, remained constant and the summer and winter flowers for planters in the front car park area continued to improve the street scene.

Trustees continued to hold regular monthly meetings online using Zoom as, clearly, Covid impacted heavily on our year. Help and guidance received from the East Riding Village Halls' Network and ACRE were appreciated and acted upon. However, Trustees remained positive and were kept informed of everything that affected the facility and user groups were kept updated.

**Trustees Annual Report  
For the year ending 31 October 2020**

**Financial Review**

Finance in accordance with our policy, show unrestricted working funds of 26,231 (2019: £20,959) and the remainder in designated reserves, which are referred to as the development fund, at year end 31 October 2020, being £59,890 (2019: £47,767) which is only to be used for continuing and future improvement.

At the year end there was also £900 (2019: £904) remaining in restricted funds, details of this are provided in Note 5 to the Financial Statements

In line with charity law, fund accounting has been carried out, and different types of reserves may be shown in the Statement of Assets and Liabilities as follows:

- Unrestricted funds, general funds which are not restricted and have not been designated by the trustees for a specific purpose.
- Restricted funds, funds whereby a donor has put a restriction on the purpose of the funds, for example funds from grant applications and specified donations
- Designated funds, funds that the Trustees direct to be used for a specific purpose, for example, the development fund which has been set aside for future improvement and development of the facility.

All funds are to be spent in line with the Charities governing document.

Reserves Policy:

It is the aim of the Committee to retain twelve months' core running costs in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions.

Investment Selection Policy

Funds not required for immediate use are held in investment accounts to earn interest without a risk to capital.

**Plans for Future periods**

Please see main objectives for the following year.

**Trustees Annual Report  
For the year ending 31 October 2020**

**Statement of disclosure of information to Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant information of which the Charity's Independent Examiner is unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the Charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statement of account comply with the requirements of the Charity (Accounts and Reports) Regulation 2008. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

During the year our Independent Examiner transferred all accountancy services to a subsidiary company Phoenix Accountancy and Business Consultancy Limited. A resolution to appoint Independent Examiner's, Phoenix Accountancy and Business Consultancy Limited was approved by correspondence on 25 May 2018 and confirmed at the Management Meeting on 20 June 2018.

By order of the Trustees

**David Morris  
Chairperson**



[Date] 15 November 2021



**Independent Examiner's Report to the Members of  
The Village Hall (Tickton)**

I report on the accounts of The Village Hall (Tickton) for the year ended 31 October 2020, which are set out on pages 10 to 15.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

**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 and 131 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



**Sian Broughton ACMA, CGMA, DChA, MAAT**

Chartered Management Accountant, Director of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
HU17 9BY

Date: 15 November 2021

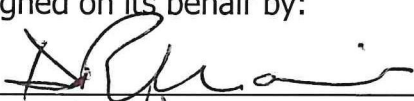
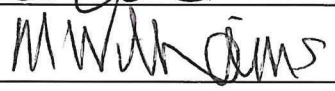
## Receipts and Payments Account For the year ended 31 October 2020

	Notes	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £
<b>RECEIPTS</b>							
Grants	1	10,200	3,527	13,727	-	25,682	25,682
Donations	2	10	-	10	750	-	750
Hire of Hall		25,912	-	25,912	25,245	-	25,245
Fundraising	3	2,388	-	2,388	2,633	-	2,633
Bank Interest		285	-	285	245	-	245
Other		-	-	-	70	-	70
		38,795	3,527	42,322	28,943	25,682	54,625
<b>PAYMENTS</b>							
Staff Costs	4	2,753	1,377	4,130	3,557	-	3,557
Light and Heat		3,700	-	3,700	3,430	-	3,430
Water Rates		696	-	696	814	-	814
Office Costs		862	-	862	805	-	805
Caretaking and cleaning		1,247	-	1,247	2,389	-	2,389
Insurance		1,231	-	1,231	1,227	-	1,227
Professional Fees		87	-	87	468	-	468
Subscriptions		75	-	75	75	-	75
Tickton Little Theatre		254	-	254	134	300	434
Repairs, Building Expenses and Equipment		10,495	2,154	12,649	14,133	30,867	45,000
		21,400	3,531	24,931	27,032	31,167	58,199
Net Surplus/(Deficit) for the period before transfers		17,395	(4)	17,391	1,911	(5,485)	(3,574)
Transfers between funds	5	-	-	-	(5,312)	5,312	-
<b>Net Surplus/(Deficit) for the period</b>		<b>17,395</b>	<b>(4)</b>	<b>17,391</b>	<b>(3,401)</b>	<b>(173)</b>	<b>(3,574)</b>
Cash & Bank Balances brought forward		68,726	904	69,630	72,127	1,077	73,204
<b>Cash and Bank Balances carried forward</b>		<b>86,121</b>	<b>900</b>	<b>87,021</b>	<b>68,726</b>	<b>904</b>	<b>69,630</b>

**Statement of Assets and Liabilities**  
**As at 31 October 2020**

	Notes	2020 £	2019 £
<b>Monetary Assets</b>			
Current Account		29,214	22,106
National Savings Investment Account		57,783	47,498
Petty Cash		24	26
<b>Total Monetary Assets</b>		<b>87,021</b>	<b>69,630</b>
Comprising:			
Unrestricted Funds		26,231	20,959
Designated Funds	5	59,890	47,767
Restricted Funds	5	900	904
		<b>87,021</b>	<b>69,630</b>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Buildings (Insurance Value)		749,509	749,509
Miscellaneous Equipment, Fixtures and Fittings	6	-	-
		<b>749,509</b>	<b>749,509</b>
<b>Debtors</b>		-	185
<b>Creditors</b>			
Accountancy		(200)	(200)
Skybrite Windows		-	-
City Electrical Factors		-	-
Advance Payments		-	(40)
		<b>(200)</b>	<b>(240)</b>

These financial statements were approved by the committee on 15 November 2021  
and signed on its behalf by:

 D Morris, Chairperson  
 M Williams, Treasurer

The notes on pages 12 to 15 form part of these financial statements.

## Notes to the Financial Statements

### For the year ended 31 October 2020

#### Notes

#### 1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures in this year's accounts are for the year ending 31 October 2019.

#### 2 Grants

	Unrestricted 2020	Restricted 2020	Total 2020	Total 2019 (Restricted)
	£	£	£	£
East Riding of Yorkshire Council (Covid RHL Grant)	10,000	-	10,000	-
East Riding of Yorkshire Council (Covid Village Halls Grant – Energy funds)	200	-	200	-
East Riding of Yorkshire Council (Arts Grant)	-	300	300	300
Rural Development Programme for England: LEADER	-	-	-	23,532
Job Retention Scheme	-	1,377	1,377	-
Routh Wind Farm Community Grant	-	600	600	600
Tickton and Routh Parish Council	-	1,250	1,250	1,250
	<u>10,200</u>	<u>3,527</u>	<u>13,727</u>	<u>25,682</u>

#### 3 Fundraising

All fundraising was unrestricted.

	Total 2020	Total 2019
	£	£
Pantomime	2,074	2,270
Tickton Little Theatre	314	363
	<u>2,388</u>	<u>2,633</u>



**Notes to the Financial Statements**  
**For the year ended 31 October 2020**

**4 Staff Costs**

	Total 2020 £	Total 2019 £
Wages and salaries	4,130	3,557

**5 Restricted and Designated Funds**

	Opening Balance at 01/11/19 £	Receipts £	Payments £	Transfers Between Funds £	Closing Balance at 31/10/20 £
<b>Restricted Funds</b>					
CCTV	904	1,250	(2,154)	-	-
Brickwork	-	600	-	-	600
Tickton Little Theatre	-	300	-	-	300
Job Retention Scheme	-	1,377	(1,377)	-	-
	904	3,527	(3,531)	-	900
<b>Designated Funds</b>					
Development Fund	47,767	-	-	12,123	59,890
	47,767	-	-	12,123	59,890

A brief description of the restricted and designated funds is shown below:

**Restricted Funds:**

**CCTV**

Restricted funding was received from Tickton and Routh Parish Council towards the maintenance of the Closed Circuit Television Cameras (CCTV) to enhance the security of the premises and grounds.

**Brickwork**

Restricted funding was received from Tickton and Routh wind farm funding. The funds are to be used towards pointing of brickwork on rear wall of the Hall.

**Tickton Little Theatre**

Restricted funding was received from East Riding of Yorkshire Council Arts Grant towards the Tickton Little Theatre.

**Job Retention Scheme**

During the year there was a global pandemic of Coronavirus (Covid-19) which led to national and local lockdowns. HMRC developed the Coronavirus Job Retention Scheme which was restricted for wage payments in relation to staff members that were furloughed/flexi furloughed.

## Notes to the Financial Statements For the year ended 31 October 2020

### Designated Funds:

Designated funds are unrestricted funds put aside by the Trustees specifically for the continuing and future improvement works of the Village Hall.

## 6 Fixtures and Fittings for the Charity's use

No costs included unless specified in the Statement of Assets and Liabilities.

### Building

#### Kitchen

Cooker  
Freezer  
Dish Washer  
Refrigerator  
Crockery in locked cup'ds  
Cutlery in locked cup'ds  
Glassware - " -  
Large Green Waste Bin  
Large Blue Waste Bin  
Sink & drainer & handbasin  
Drinking Water boiler  
Water boiler (to taps)

#### Cleaners' Store

Vacuum cylinder  
Floor polisher, electric  
Janitor's trolley  
Cleaning materials

#### Main Hall

Theatre Lighting

Notice boards x 6

#### Other Equipment

Chairs, grey on trolley x 70  
Chairs, grey x 60  
Table Trolley + 7 tables  
Miscell Glassware x 5 boxes  
Large refrigerator

#### Inner 'Safe' Store off Main Hall

CCTV system  
Theatre Sound System  
Theatre Lighting Board  
Radio microphones  
Miscellaneous Stage Systems  
Theatre curtains x 10  
Theatre fabric backing x 4

#### Boiler Room Store Cupb'd in Entrance

Gas Central Heating Boiler  
Stage Systems rails  
Parking bollards

#### Small Hall

2 Wall heaters high elec.  
Notice boards

#### Store Cupboard in Small Hall

Table Trolley + 7 tables  
Chair Trolley + 24 chairs  
Table Trolley + 1 large table and 6 small tables

#### Toilets in front entrance

Hand dryers  
TT paper holders

#### Store Cupboard in Main Hall

Stage Systems staging  
Stage Systems green chairs  
Theatre scenery

**Notes to the Financial Statements  
For the year ended 31 October 2020**

**7 Taxation**

The Village Hall (Tickton) is a registered charity. All the charity's income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

**8 Trustee Remuneration**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses during the year.