

THE VILLAGE HALL (TICKTON)

FINANCIAL STATEMENTS

Year ended

31 OCTOBER 2021

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For the year ended 31 October 2021**

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Trustees Annual Report For the year ending 31 October 2021

The trustees present their report with the financial statements of the charity for the year ended 31 October 2021.

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 2021**

Accountant: Rebecca Triffitt, MAAT
Practice Accountant
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 2021

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. They are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report and financial reports. 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 2021

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 2020 - 2021:

Despite the Covid pandemic affecting the lives of Trustees and User Groups, work continued and there were significant achievements, as follows:

- Purchased a replacement refrigerator and adjusted kitchen cupboards to accommodate it
- Replaced the old external noticeboard
- Provided a large Christmas Tree and erected it to enhance the Tickton village street scene
- Oversaw the Electrical Safety Periodic Five-year test
- Commissioned a CCTV survey of the exterior Drainage system
- Purchased a misting machine to improve sanitisation of the interior of the building
- Moved to On-line Banking procedures
- Appointed an Assistant Hall Manager
- Renewed Hallmark 1 & 2 - the village hall's quality mark
- Furloughed cleaning staff returned to work April 2021

Tickton Pre-School and Play Pals (out of school) continued to provide an essential service throughout the pandemic. The weekly Fruit and Vegetable Market Stall, in the Car Park area, continued to provide 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.

Help and guidance continued from the East Riding Village Halls' Network and ACRE. User groups were kept updated. Trustees remained positive and were kept informed of everything that affected the facility and resumed in-person meetings in August 2021

**Trustees Annual Report
For the year ending 31 October 2021****Financial Review**

Finance in accordance with our policy, show unrestricted working funds of £26,364 (2020: £26,231) and the remainder in designated reserves, which are referred to as the development fund, at year end 31 October 2021, being £76,162 (2020: £59,890) which is only to be used for continuing and future improvement.

At the year end there was also £1,370 (2020: £900) 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 2021**

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

A resolution to appoint Independent Examiner's, Phoenix Accountancy and Business Consultancy Limited (previously part of East Riding Voluntary Action Services (ERVAS) Ltd 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]

31st July 2022

**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 2021, which are set out on pages 10 to 16.

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.

Rebecca Triffitt, MAAT

Practice Accountant

Phoenix Accountancy and Business Consultancy Limited

Morley's Cottage

Morley's Yard

Walkergate

Beverley

HU17 9BY

Date:

Rebecca Triffitt

31/8/22

Receipts and Payments Account **For the year ended 31 October 2021**

	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
RECEIPTS							
Grants	1	18,003	4,769	22,772	10,200	3,527	13,727
Donations	2	-	215	215	10	-	10
Hire of Hall	2	21,624	-	21,624	25,912	-	25,912
Fundraising	3	-	-	-	2,388	-	2,388
Bank Interest		383	-	383	285	-	285
Other		-	-	-	-	-	-
		40,010	4,984	44,994	38,795	3,527	42,322
PAYMENTS							
Staff Costs	4	3,339	2,519	5,858	2,753	1,377	4,130
Light and Heat		3,904	-	3,904	3,700	-	3,700
Water Rates		519	-	519	696	-	696
Office Costs		566	-	566	862	-	862
Caretaking and cleaning		1,959	-	1,959	1,247	-	1,247
Insurance		1,249	-	1,249	1,231	-	1,231
Professional Fees		200	-	200	87	-	87
Advertising		1,167	-	1,167	-	-	-
Subscriptions		130	-	130	75	-	75
Tickton Little Theatre		-	-	-	254	-	254
Repairs, Building Expenses and Equipment		8,764	3,803	12,567	10,495	2,154	12,649
		21,797	6,322	28,119	21,400	3,531	24,931
Net Surplus/(Deficit) for the period before transfers		18,213	(1,338)	16,875	17,395	(4)	17,391
Transfers between funds	5	(1,808)	1,808	-	-	-	-
Net Surplus/(Deficit) for the period		16,405	470	16,875	17,395	(4)	17,391
Cash & Bank Balances brought forward		86,121	900	87,021	68,726	904	69,630
Cash and Bank Balances carried forward		102,526	1,370	103,896	86,121	900	87,021

Statement of Assets and Liabilities
As at 31 October 2021

	Notes	2021 £	2020 £
Monetary Assets			
Current Account		45,688	29,214
National Savings Investment Account		58,166	57,783
Petty Cash		42	24
Total Monetary Assets		103,896	87,021
Comprising:			
Unrestricted Funds		26,364	26,231
Designated Funds	5	76,162	59,890
Restricted Funds	5	1,370	900
		103,896	87,021
Non-Monetary Assets and Liabilities			
Fixed Assets for the Charity's use			
Buildings (Insurance Value)		749,509	749,509
Miscellaneous Equipment, Fixtures and Fittings	6	-	-
		749,509	749,509
Debtors			
		-	-
Creditors			
Accountancy		(240)	(200)
		(240)	(200)

These financial statements were approved by the committee on _____
and signed on its behalf by:

 D Morris, Chairperson

 M Williams, Treasurer

The notes on pages 12 to 16 form part of these financial statements.

Notes to the Financial Statements For the year ended 31 October 2021

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 2020.

2 Grants & Donations

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
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
East Riding of Yorkshire Council (Omicron Grant)	571	-	571	-	-	-
East Riding of Yorkshire Council (Restart Grant)	8,000	-	8,000	-	-	-
East Riding of Yorkshire Council (Local Restriction Grant)	9,432	-	9,432	-	-	-
HMRC Job Retention Scheme	-	2,519	2,519	-	1,377	1,377
Routh Wind Farm Community Grant	-	1,000	1,000	-	600	600
Tickton and Routh Parish Council	-	1,250	1,250	-	1,250	1,250
Donation – Pattison Fruit and Veg	-	215	215	-	-	-
	18,002	4,984	22,986	10,200	3,527	13,727

Notes to the Financial Statements For the year ended 31 October 2021

3 Fundraising

All fundraising was unrestricted.

	Total 2021 £	Total 2020 £
Pantomime	-	2,074
Tickton Little Theatre	-	314
	-	2,388

4 Staff Costs

	Total 2021 £	Total 2020 £
Wages and salaries	5,858	4,130

5 Restricted and Designated Funds

	Opening Balance at 01/11/20 £	Receipts £	Payments £	Transfers Between Funds £	Closing Balance at 31/10/21 £
Restricted Funds					
CCTV	-	1,250	(995)	-	255
Brickwork	600	-	-	-	600
Tickton Little Theatre	300	-	-	-	300
Job Retention Scheme	-	2,519	(2,519)	-	-
Noticeboard	-	1,000	(2,808)	1,808	-
Pattison – Christmas Lights	-	215	-	-	215
	900	4,984	(6,322)	1,808	1,370
Designated Funds					
Development Fund	59,890	-	-	16,272	76,162
	59,890	-	-	16,272	76,162

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.

**Notes to the Financial Statements
For the year ended 31 October 2021****5 Restricted and Designated Funds (continued)****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

Noticeboard

Restricted funding was received from Tickton & Routh Community Wind Farm for a new external Noticeboard.

A transfer of £1,808 was transferred from unrestricted funds to contribute to the cost of the noticeboard.

Christmas Lights

Restricted donation was received from Pattison Fruit and Veg for the outside Christmas tree and for the decorations and new lighting.

Designated Funds:

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

Notes to the Financial Statements For the year ended 31 October 2021

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 2021**

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.