

# HAGBOURNE VILLAGE HALL

England & Wales · Charity number 900090

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1989-08-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Knight's Barn  
Manor Farm Lane  
East Hagbourne  
Didcot  
OX11 9ND

**Phone** 02135815244

**Email** [charles@charlesstutley.com](mailto:charles@charlesstutley.com)

## Activities

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**Objects:** PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF INHABITANTS OF EAST AND WEST HAGBOURNE WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATIONAL AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

**Activities:** Management of Hagbourne Village Hall serving the communities of East and West Hagbourne.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Animals
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- **Area of benefit:** PARISHES OF EAST AND WEST HAGBOURNE
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£27,594	£27,974	-	-
2024-08-31	£27,145	£27,706	-	-
2023-08-31	£21,763	£31,234	-	-
2022-08-31	£25,073	£48,805	-	-
2021-08-31	£30,381	£16,450	-	-
2020-08-31	£26,254	£13,661	-	-

## Trustees

Name	Role	Appointed
Allison Huckle		2009-04-01
Charles Stutley		2016-11-05
David Rickeard		2015-02-18
Jennifer Yen RICKEARD		
VALERIE BROWNSWORD		2015-02-18

**HAGBOURNE VILLAGE HALL**

England & Wales - Charity number 900090

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# Accounts

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## **Hagbourne Village Hall Committee Meeting - 29 October 2025**

### **TREASURER'S REPORT, Financial year 2024/25 ending 31st August 2025**

The Hagbourne Village Hall (VH) final Accounts for the financial year ending 31st August 2025 have been prepared by Charles Stutley (Treasurer) for the 2025 HVH Annual General Meeting on 17 November 2025 (see final accounts on page 2 of this report). Mr Robin Bell (independent auditor) has kindly checked and approved the accounts again this year and the signed and dated summary accounts can be made available on request.

#### **2024/25 Receipts**

Total actual receipts from regular and casual bookings over the accounting period were **£23,551.25** or a decrease of 5.2% on 2023/24 (£24,848.53). This picture is, however, slightly misleading as the Accounts Receivable from Regular Users on 31 August was significantly higher £3,967.00 (or 35% higher) than last year. The Pre-school group continues to be the major source of income with fees of £10,913.25 (46.3% of total booking receipts). Casual bookings were particularly strong in 2023/24 at £8,544.75 but declined in 2024/25 to £6,521.63 or a 23.7% decrease on last year.

Other income was £4,042.34 in 2024/25 or 76% higher than in 2023/24. The bulk of the difference was due to a one-off reimbursement of historical overcharges by Thames Water of £2,115.89 (included under Miscellaneous). Interest earned on the COIF deposit account was £1,563.57.

In 2024/25 total receipts amounted to **£27,593.59** or an increase of 1.7% on 2023/24 (£27,145.52).

#### **2024/25 Expenditure/Payments**

In 2024/25 total payments amounted to **£27,974.32** representing a 1.0% increase on 2023/24 (£27,606.06). Between 2022 and 2024 the Village Hall benefitted from a very cheap (pre-Ukraine war) three-year fixed price contract for gas and electricity. In 2024/25 SSE have provided both gas and electricity to the Village Hall and this year there have been significant increases of 99% and 77% in the costs of gas and electricity. The fee rates of the caretakers and booking secretary were unchanged in 2024/25. Maintenance costs were more than 50% lower than in 2023/24 and there was zero capital investment in the Village Hall: this compares with the £7,152.61 spent on capital improvements (external doors and flooring of the small hall) in 2023/24. The largest expenditure item in 2024/25 was fees of £9,408.60 to the architects, Jessop and Cook, for managing a major grant application from SODC to replace the Village Hall roofing. The VH Committee reluctantly cancelled the roof-grant application when a structural survey showed that major additional expenditure would be required to strengthen the foundations and walls of the large hall&kitchen to support the weight of the new roof.

#### **2024/25 Operating Surplus (Receipts minus Payments)**

In 2024/25 the Village Hall registered a small operating deficit of **£380.73**. This is the second year running that the Village Hall has incurred a small operating deficit, following nearly a decade of surplus income. However, with the exclusion of the one-off architects fees, the Village Hall would have generated a significant operating surplus in 2024/25, and it is anticipated that we will return to profitability in 2025/26.


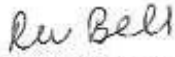
#### **Closing Fund Balance at 31<sup>st</sup> August 2025**

On 31 August 2025 the Village Hall Closing Balance stands at **£54,002.30** or a 0.7% reduction on last year. At year end, the Lloyd's Bank current account stands at £14,575.66 (against £17,549.21 this time last year) and COIF High Interest-Bearing Account stands at £35,659.64 (£34,096.07 last year). 3<sup>rd</sup> and 4<sup>th</sup> Quarter Accounts Receivable from regular users are a further £3,967.00 (£2,937.75 last year).

*Charles Stutley, 17 November 2025*


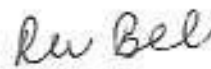
**HAGBOURNE VILLAGE HALL**

**FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2025**

RECEIPTS	YE 24/25	YE 23/24	% growth
Pre-School	10,913.25	10,390.80	5.0%
Casual bookings	6,521.63	8,544.75	-23.7%
HAMS	1,037.50	889.05	50.6%
Downlands Dance	1,356.25	526.45	157.6%
Scouts, Guides and Brownies and Beavers	1,381.50	1,815.45	-23.9%
Bridge Club	570.00	717.25	-20.5%
Yoga	280.00	390.6	-28.3%
Sewing	609.00	648	-6.0%
EHPC & WHPC	169.00	132	28.0%
Dance Practice (Cox)	451.00	433.6	4.0%
Bam Dancing	146.62	149.2	-1.7%
Snouting about Dog Training and Grooming	115.50	411.38	-71.9%
<b>Total Bookings</b>	<b>23,551.25</b>	<b>24,848.53</b>	<b>-5.2%</b>
Miscellaneous (including local elections)	2,415.89	500	383.2%
Grants (SODC COVID-19 GRANT)	0.00	0	#DIV/0!
Car Park Electricity Repayments	62.88	101.7	-38.2%
Bank Interest (COIF A/C)	1,563.57	1,695.29	-7.8%
<b>Total Other</b>	<b>4,042.34</b>	<b>2,296.99</b>	<b>76.0%</b>
<b>Total Receipts</b>	<b>27,593.59</b>	<b>27,145.52</b>	<b>1.7%</b>
<b>PAYMENTS</b>			
Gas	2,093.16	1,054.86	98.5%
Electricity	2,552.64	1,441.81	77.0%
BT Broadband	493.31	2147.74	
Caretaker Costs	7,100.00	7,140.00	-0.6%
Booking Secretary	1,510.00	1,550.00	-2.6%
Licences	170.00	70	142.9%
Insurance	906.04	880.38	2.9%
Water	841.88	1193.68	-29.5%
Maintenance	1,487.35	3,197.73	-53.5%
Capital Items & Improvements	0.00	7,152.61	-100.0%
Cleaning Supplies	913.34	998.11	-8.5%
Architects Services	9,408.60	776.5	1111.7%
Other (including repayment of Deposits)	498.00	102.84	384.2%
<b>Total Payments</b>	<b>27,974.32</b>	<b>27,706.06</b>	<b>1.0%</b>
<b>Receipts minus Payments</b>	<b>-380.73</b>	<b>-560.54</b>	<b>-32.1%</b>
Opening Fund balance (less AP y/b)	54,383.03	54,943.57	
<b>Closing Fund Balance*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Treasurers Account (Lloyds)	14,575.68	17,549.21	-16.9%
High Interest Account (COIF)	35,859.64	34,096.07	4.6%
Prepayments	-200.00	-200	0.0%
Accounts Receivable (1th Q 2023)	3,967.00	2,937.75	35.0%
Accounts Payable (aka cheques not presented)	0.00	0	
<b>TOTALS*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Signed: 		Signed: 	
Charles Sturley (Hon. Treasurer)		Robin Bell (Independent Auditor)	
Date: 30-09-2025		Date: 30.9.25	
Balance (check)	0.00	0.00	


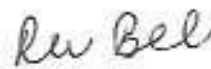
# HAGBOURNE VILLAGE HALL

## FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2025

RECEIPTS	YE 24/25	YE 23/24	% growth
Pre-School	10,913.25	10,390.80	5.0%
Casual bookings	6,521.83	8,544.75	-23.7%
HAMS	1,037.50	689.05	50.6%
Downlands Dance	1,356.25	528.45	157.6%
Scouts, Guides and Brownies and Beavers	1,381.50	1,815.45	-23.9%
Bridge Club	570.00	717.25	-20.5%
Yoga	280.00	390.6	-28.3%
Sewing	609.00	648	-6.0%
EHPC & WHPC	189.00	132	28.0%
Dance Practice (Cox)	451.00	433.6	4.0%
Bam Dancing	146.62	149.2	-1.7%
Snouting about Dog Training and Grooming	115.50	411.38	-71.9%
<b>Total Bookings</b>	<b>23,551.25</b>	<b>24,848.53</b>	<b>-5.2%</b>
Miscellaneous (including local elections)	2,415.89	500	383.2%
Grants (SODC COVID-19 GRANT)	0.00	0	#DIV/0!
Car Park Electricity Repayments	62.88	101.7	-38.2%
Bank Interest (COIF A/C)	1,563.57	1,695.29	-7.8%
<b>Total Other</b>	<b>4,042.34</b>	<b>2,296.99</b>	<b>76.0%</b>
<b>Total Receipts</b>	<b>27,593.59</b>	<b>27,145.52</b>	<b>1.7%</b>
<b>PAYMENTS</b>			
Gas	2,093.16	1,054.66	98.5%
Electricity	2,552.64	1,441.81	77.0%
BT Broadband	493.31	2147.74	
Carstaker Costs	7,100.00	7,140.00	-0.6%
Booking Secretary	1,510.00	1,550.00	-2.6%
Licences	170.00	70	142.9%
Insurance	906.04	880.38	2.9%
Water	841.88	1193.68	-29.5%
Maintenance	1,487.35	3,197.73	-53.5%
Capital Items & Improvements	0.00	7,152.61	-100.0%
Cleaning Supplies	913.34	998.11	-8.5%
Architects Services	9,408.60	776.5	1111.7%
Other (including repayment of Deposits)	498.00	102.84	384.2%
<b>Total Payments</b>	<b>27,974.32</b>	<b>27,706.06</b>	<b>1.0%</b>
<b>Receipts minus Payments</b>	<b>-380.73</b>	<b>-560.54</b>	<b>-32.1%</b>
Opening Fund balance (less AP y/b)	54,383.03	54,943.57	
<b>Closing Fund Balance*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Treasurers Account (Lloyds)	14,575.66	17,549.21	-16.9%
High Interest Account (COIF)	35,659.64	34,096.07	4.6%
Prepayments	-200.00	-200	0.0%
Accounts Receivable (4th Q 2023)	3,987.00	2,937.75	35.0%
Accounts Payable (aka cheques not presented)	0.00	0	
<b>TOTALS*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Signed: 		Signed: 	
Charles Stutley (Hon. Treasurer)		Robin Bell (Independent Auditor)	
Date: 30-09-2025		Date: 30.9.25	
Balance (check)	0.00	0.00	

# HAGBOURNE VILLAGE HALL

## FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2025

RECEIPTS	YE 24/25	YE 23/24	% growth
Pre-School	10,913.25	10,390.80	5.0%
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Grants (SODC COVID-19 GRANT)	0.00	0	#DIV/0!
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<b>PAYMENTS</b>			
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BT Broadband	493.31	2147.74	
Carstaker Costs	7,100.00	7,140.00	-0.6%
Booking Secretary	1,510.00	1,550.00	-2.6%
Licences	170.00	70	142.9%
Insurance	906.04	880.38	2.9%
Water	841.88	1193.68	-29.5%
Maintenance	1,487.35	3,197.73	-53.5%
Capital Items & Improvements	0.00	7,152.61	-100.0%
Cleaning Supplies	913.34	998.11	-8.5%
Architects Services	9,408.60	776.5	1111.7%
Other (including repayment of Deposits)	498.00	102.84	384.2%
<b>Total Payments</b>	<b>27,974.32</b>	<b>27,706.06</b>	<b>1.0%</b>
<b>Receipts minus Payments</b>	<b>-380.73</b>	<b>-560.54</b>	<b>-32.1%</b>
Opening Fund balance (less AP y/b)	54,383.03	54,943.57	
<b>Closing Fund Balance*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Treasurers Account (Lloyds)	14,575.66	17,549.21	-16.9%
High Interest Account (COIF)	35,659.64	34,096.07	4.6%
Prepayments	-200.00	-200	0.0%
Accounts Receivable (4th Q 2023)	3,967.00	2,937.75	35.0%
Accounts Payable (aka cheques not presented)	0.00	0	
<b>TOTALS*</b>	<b>54,002.30</b>	<b>54,383.03</b>	<b>-0.7%</b>
Signed: 		Signed: 	
Charles Stutley (Hon. Treasurer)		Robin Bell (Independent Auditor)	
Date: 30-09-2025		Date: 30.9.25	
Balance (check)	0.00	0.00	

**HAGBOURNE VILLAGE HALL**

England & Wales - Charity number 900090

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# Accounts

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**Hagbourne Village Hall**  
**Charity Registration Number 900090**  
**Trustees Annual Report – 2023-24**

The objective of the charity is to successfully maintain and operate a village hall for the benefit of the residents of both East and West Hagbourne, as well as the wider community. We do this by providing a clean, safe and hospitable environment at an economic price for all our users.

We normally operate with a small surplus at the end of the year. We have maintained our hiring charges unchanged for several years, but in response to rising costs, we implemented an increase at the end of 2023 to keep us financially healthy into the future.

Both regular and casual bookings of the village hall have continued at a healthy level and allowed us to finance some further improvements to the building, notable new front doors and kitchen door and improvements to the water heaters.

The main improvement topic discussed during the year was, however, how to address the condition of the roof which is showing signs of age. Following a survey in 2023, we engaged architects to evaluate adding a new insulated roof over the existing one as well as insulating the walls. This turned out to be an expensive option and at the end of the financial year we were awaiting a decision on a large grant application. At the time of writing this report (February 2025) and with the benefit of further professional advice, we have deferred this large-scale project and will pursue more targeted repairs during 2024-25.

An inspection was carried out by the SODC/Vale of White Horse Food & Workplace Safety Team. This was because the preschool had registered themselves as providing food in the hall. Whilst the rating was five stars, there were 4 recommendations for improvement, 2 of which relate to the fabric of the hall, and these have been addressed.

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## **TREASURER'S REPORT, Financial year 2023/24 ending 31st August 2024**

The final Hagbourne Village Hall (VH) Accounts for the financial year ending 31st August 2024 have been prepared by Charles Stutley (Treasurer) for the 2024 HVH Annual General Meeting on 11 November 2024 (See attached summary accounts which fully balance). Mr Robin Bell (independent auditor), has kindly agreed to check the accounts again this year, following which, signed accounts will be circulated to the VH Committee members.

### **2023/24 Receipts**

Total actual receipts from regular and casual bookings over the accounting period were **£24,848.53** or an increase of 23.9% on 2022/23 (£20,052.13). Part of the increase in income was due to the increase from 1 December 2023 in hourly fee rates for both regular (+10%) and other casual users (+20%). The Pre-school continue to be the major source of income with fees of £10,390.80 (41.8% of total booking receipts). Casual bookings were particularly strong in 2023/24 at £8,544.75 or a 44.3% increase on last year.

Other income was £2,296.99 in 2023/24, the bulk of which was interest earned on the COIF deposit account followed by fees from renting out the VH for local and national elections.

In 2023/24 total receipts amounted to **£27,145.52** or a 24.7% increase on 2022/23 total receipts of £21,762.92.

### **2023/24 Expenditure/Payments**

In 2023/24 total payments amounted to **£27,706.06** representing a reduction of 11.3% on 2021/22. Gas and electricity costs were slightly down on 2022/23 – committee members will recall we are in the third and final year of fixed price contracts for these utilities. The costs of BT broadband services of £2,147.74 includes both 2022/23 (unbilled last year) and 2023/24 charges. Maintenance costs were 31.4% higher in 2023/24 due mainly to extraordinary charges including: BWS security alarm system, gutter cleaning and rodent control. In 2023/24 total capital items and improvements amounted to £7,152.61 or 48.9% lower than last year: major capital expenditure this year included payments to Didcot Glass and Doors and Wheelers. There were major (57.8%) increase in the costs of water rates in 2023/24. The fee rates of the caretakers were increased slightly in March 2023. Architects and capital improvement grant planning fees amounted to £776.50 in 2023/24 with significant additional expenditure falling into 2024/25.

### **2023/24 Operating Surplus (Receipts minus Payments)**

In 2023/24 the Village Hall registered a small operating deficit of **£560.54** which is due to the on-going investments in upgrading the Village Hall facilities for our users.

### **Closing Fund Balance at 31<sup>st</sup> August 2024**

On 31 August 2024 the Village Hall Closing Balance stands at **£54,383.03** or a 1.3% reduction on last year. At year end, the Lloyd's Bank current account stands at £17,549.21 (against £20,457.59 this time last year) and COIF High Interest-Bearing Account stands at £34,096.07 (£32,400.78 last year). 4<sup>th</sup> Quarter accounts receivable from regular users are a further £2,937.75.

It is noted that we are still trying to recover a fee of £170.50 due from Powley School of Dance dating back to the 4<sup>th</sup> Quarter 2022/23. The 2023/24 opening funds have been adjusted for this debt.

Charles Stutley, 4 November 2023



**HAGBOURNE VILLAGE HALL****FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2024**

<b>RECEIPTS</b>	<b>YE 23/24</b>	<b>YE 22/23</b>	<b>% growth</b>
Pre-School	10,390.80	9,099.20	14.2%
Casual bookings	8,544.75	5,921.10	44.3%
HAMS	689.05	923	-25.3%
Downlands Dance	526.45	20	2532.3%
Scouts, Guides and Brownies and Beavers	1,815.45	1,103.60	64.5%
Pilates	0.00	329.63	-100.0%
Bridge Club	717.25	555	29.2%
Yoga	390.60	381.3	2.4%
Ceramics	0.00	0	█ #DIV/0!
Sewing	648.00	595.2	8.9%
EHPC & WHPC	132.00	114.4	15.4%
Dance Practice (Cox)	433.60	396.8	9.3%
Barn Dancing	149.20	99.2	50.4%
Snouting about Dog Training and Grooming	411.38	343.2	19.9%
Powley School of Dance	0.00	170.5	-100.0%
<b>Total Bookings</b>	<b>24,848.53</b>	<b>20,052.13</b>	<b>23.9%</b>
Miscellaneous (local elections)	500.00	224	123.2%
Grants (SODC COVID-19 GRANT)	0.00	0	█ #DIV/0!
Car Park Electricity Repayments	101.70	149.64	-32.0%
Bank Interest (COIF A/C)	1,695.29	1,337.15	26.8%
<b>Total Other</b>	<b>2,296.99</b>	<b>1,710.79</b>	<b>34.3%</b>
<b>Total Receipts</b>	<b>27,145.52</b>	<b>21,762.92</b>	<b>24.7%</b>
<b>PAYMENTS</b>			
Gas	1,054.66	1,149.29	-8.2%
Electricity	1,441.81	1,497.85	-3.7%
Broadband services	2,147.74	0	
Caretaker Costs	7,140.00	6,300.00	13.3%
Booking Secretary	1,550.00	1,430.00	8.4%
Licences	70.00	170	-58.8%
Insurance	880.38	888.33	-0.9%
Water	1,193.68	757.6	57.6%
Maintenance	3,197.73	2,434.00	31.4%
Capital Items & Improvements	7,152.61	13,998.15	-48.9%
Cleaning Supplies	998.11	609.15	63.9%
Architects Services	776.50	0	
Other (including repayment of Deposits)	102.84	2,000.00	-94.9%
<b>Total Payments</b>	<b>27,706.06</b>	<b>31,234.37</b>	<b>-11.3%</b>
<b>Receipts minus Payments</b>	<b>-560.54</b>	<b>-9,471.45</b>	<b>-94.1%</b>
Opening Fund balance (less AP y/b)	54,943.57	64,585.52	
<b>Closing Fund Balance*</b>	<b>54,383.03</b>	<b>55,114.07</b>	<b>-1.3%</b>
Treasurers Account (Lloyds)	17,549.21	20,457.59	-14.2%
High Interest Account (COIF)	34,096.07	32,400.78	5.2%
Prepayments	-200.00	-200	0.0%
Accounts Receivable (4th Q 2023)	2,937.75	2,455.70	19.6%
Accounts Payable (aka cheques not presented)	0.00	0	
<b>TOTALS*</b>	<b>54,383.03</b>	<b>55,114.07</b>	<b>-1.3%</b>
<b>Signed:</b>		<b>Signed:</b>	
Charles Stutley (Hon. Treasurer)		Robin Bell (Independent Auditor)	
Date:		Date:	
Balance (check)	<b>0.00</b>	<b>0.00</b>	

Audited Accounts:

**HAGBOURNE VILLAGE HALL**

**FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2024**

RECEIPTS	YE 23/24	YE 22/23	% growth
Pre-School	10,390.80	9,099.20	14.2%
Casual bookings	8,544.75	5,921.10	44.3%
HAMS	689.05	923	-25.3%
Downlands Dance	526.45	20	2532.3%
Scouts, Guides and Brownies and Beavers	1,815.45	1,103.60	64.5%
Plates	0.00	329.63	-100.0%
Bridge Club	717.25	555	29.2%
Yoga	390.60	381.3	2.4%
Ceramics	0.00	0	NDIV/0%
Sewing	648.00	595.2	8.6%
EHPC & WHPC	132.00	114.4	15.4%
Dance Practice (Cox)	433.60	396.8	9.3%
Barn Dancing	149.20	99.2	50.4%
Snouting about Dog Training and Grooming	411.38	343.2	19.9%
Powley School of Dance	0.00	170.5	-100.0%
<b>Total Bookings</b>	<b>24,848.53</b>	<b>20,052.13</b>	<b>23.9%</b>
Miscellaneous (local elections)	500.00	224	123.2%
Grants (SODC COVID-19 GRANT)	0.00	0	NDIV/0%
Car Park Electricity Repayments	101.70	149.64	-32.0%
Bank Interest (COIF A/C)	1,695.29	1,337.16	26.6%
<b>Total Other</b>	<b>2,296.99</b>	<b>1,710.79</b>	<b>34.3%</b>
<b>Total Receipts</b>	<b>27,145.52</b>	<b>21,762.92</b>	<b>24.7%</b>
<b>PAYMENTS</b>			
Gas	1,054.66	1,149.29	-8.2%
Electricity	1,441.81	1,497.85	-3.7%
Broadband services	2,147.74	0	
Caretaker Costs	7,140.00	6,300.00	13.3%
Booking Secretary	1,550.00	1,430.00	8.4%
Licences	70.00	170	-58.8%
Insurance	880.38	888.33	-0.9%
Water	1,193.68	757.6	57.6%
Maintenance	3,197.73	2,434.00	31.4%
Capital Items & Improvements	7,152.61	13,998.15	-48.9%
Cleaning Supplies	998.11	609.15	63.9%
Architects Services	776.50	0	
Other (including repayment of Deposits)	102.84	2,000.00	-94.9%
<b>Total Payments</b>	<b>27,706.06</b>	<b>31,234.37</b>	<b>-11.3%</b>
<b>Receipts minus Payments</b>	<b>-560.54</b>	<b>-9,471.45</b>	<b>-94.1%</b>
Opening Fund balance (less AP y/b)	54,943.57	64,585.52	
<b>Closing Fund Balance*</b>	<b>54,383.03</b>	<b>55,114.07</b>	<b>-1.3%</b>
Treasurers Account (Lloyds)	17,549.21	20,457.59	-14.2%
High Interest Account (COIF)	34,096.07	32,400.78	5.2%
Prepayments	-200.00	-200	0.0%
Accounts Receivable (4th Q 2023)	2,937.75	2,455.70	19.6%
Accounts Payable (aka cheques not presented)	0.00	0	
<b>TOTALS*</b>	<b>54,383.03</b>	<b>55,114.07</b>	<b>-1.3%</b>
Signed: 	Signed: 		
Charles Stutley (Hon. Treasurer)	Robin Bell (Independent Auditor)		
Date: 4 Nov 2024	Date: 9-11-24		
Balance (check)	0.00	0.00	

**HAGBOURNE VILLAGE HALL**

England & Wales - Charity number 900090

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# Accounts

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## **Hagbourne Village Hall**

**Charity Registration Number 900090**

### **Trustees Annual Report – 2022**

Our primary objective is to successfully maintain and operate a village hall for the benefit of the residents of both East and West Hagbourne, as well as the wider community. We do this by providing a clean, safe and hospitable environment at an economic price for all our users.

We normally operate with a small surplus at the end of the year, and this has enabled us to maintain our hire rates at the same level for the last 6 years.

We have again had a successful year. After the trauma of lockdown, during which, thanks to grants from our local district council, we had a very good year financially.

After the easing of the lockdown regulations, our users gradually returned to the hall, and there was also a significant recovery in casual bookings, which meant that overall, our revenue from bookings for the year was £22,154.55 which is similar to our normal revenue (pre-pandemic) of £21K to £22K.

We have though, ended the year with a deficit to our current account, because we undertook several capital projects, which are detailed elsewhere in this report. The full financial details are also detailed in our Treasurers Report.

Because of the general financial uncertainty, particularly around energy costs, an increase in our charges was seriously considered by the committee. However, as our energy costs are presently fixed until September 2024, it was eventually decided that we would once again keep our present charges, whilst keeping the situation under scrutiny. We recognise our users may well be faced with increased cost elsewhere, and we do not want to add to their problems. We regard the biggest risk to our costs would be if one or other of our suppliers were to go into liquidation, but resolved to face that situation if and when it occurred.

Our rolling 5 year forward forecast shows that once our present energy contracts end in 2024, and there is, as anticipated, a significant rise in our energy costs, we will need to increase our hire rates at that time. Exactly how much we may need to increase our hire rates will become clearer nearer that time.

Because of our generally healthy financial position this year we decided there were several things in the village hall which required upgrading. I list these in no particular order: -

### Lighting

Some years back, we obtained a grant to upgrade our lighting systems from mainly florescent tubes to LED tubes, following an energy audit carried out on the hall. However, these LED tubes were fitted into the existing Florescent fittings, which, over the years, have deteriorated. The tubes were held in place by springs, which were no longer as effective as they once were. We therefore decided to replace all the tubes with new fully integrated LED fittings.

### Small Hall Heating

The small hall, used by the preschool during the week, has 5 radiators, two of which are part of the 'wet' hot water fed from the boiler installed during the last major expansion of the hall, in 2010. The other 3 radiators were similar to the old night storage heaters which used to be in the large hall. They did provide some heat, but because the night storage system was removed some time ago, this was only really the booster heating circuit. Also, it turned out one of the heaters was not even connected!

We took the opportunity during the summer break to have all three of these electric radiators replaced with high efficiency convector radiators, which should considerably improve the level of heating and thus comfort in the hall, which is essential for the preschool children.

### Emergency Lighting

During an inspection of the lighting systems, it was found that several of the emergency lights were not functioning correctly, and would certainly fail to operate in an emergency. These lights are designed to operate for a significant period of time (3 hours +) after the mains power has failed. However, because of our usual habit of switching these lights off when

the hall is unoccupied, the control circuitry had been damaged. We were therefore advised to leave the emergency lights on at all times, to avoid this.

### Kitchen refurbishment

We took the opportunity to have the kitchen completely overhauled during the summer break, with a new barn door being fitted between the small hall and the kitchen. All the cupboards were refaced, the work surfaces were replaced, and new electrical equipment (Cookers and Hobs) were installed.

A new full height fridge was also installed, together with a hot water boiler serving all three new sinks in the kitchen.

Because of our healthy financial position, all this work was carried out using monies held in our treasurers account, and we did not have to draw down from our investment account, which presently has over £50K deposited in it.

### Other matters

During the Covid epidemic, and during the subsequent gradual return to normality, many of our users were still reluctant to return to using the hall unless they were sure the ventilation was adequate. In order to monitor the air quality, particularly in the large hall, a CO2 monitor was installed, to continuously monitor the level of unhealthy breathed out air. As we are fortunate to have a large mechanical ventilation system in the hall, as well as many opening windows, this allowed the users to control the level of CO2 for themselves.

We are very fortunate to continue to have the services of Linda Benton, and her husband Geoff Leaver, who between them have kept the hall running in these difficult times.

Our Maintenance Manager, Terry Taylor, is presently in Ukraine, helping with the humanitarian relief effort by a Danish Aid Agency. Their primary efforts are aimed at providing clean and safe water to remote areas. We wish him well in these endeavours.

The interior of the hall, whilst it has been kept clean and tidy, is beginning to look a bit tired, so plans are afoot to gradually redecorate each of the key areas.

I am pleased to report that there have been no particular issues or problems this year which have needed my attention.

With the building of the houses on the land adjacent to the car park (owned & operated as a public car park by the parish council), the builders have undertaken to provide space for an additional 20 car parking spaces, which should go some way to alleviating the parking problems in the morning and evening when both school and preschool pupils are arriving and leaving.

The county council, as the highways authority, have plans in place to stop parking on the road outside the hall. Safety on this road, when many cars are parked in the morning and the evening, was pointed out as being a concern during the consultation process on the housing development, but at the time the highways authority stated this was no different than many other roads outside schools.

The Trustees objected to both the housing development, as well as the painting of double yellow lines on the road, and it remains to be seen whether the county councils actions result in a safer environment for our users.

## Hagbourne Village Hall Committee Meeting, 30 August 2022

### TREASURER'S REPORT, Financial year 2021/22 ending 31st August 2022

These interim Hagbourne Village Hall Accounts for the financial year ending 31st August 2022 have been prepared by Charles Stutley (Treasurer) for the Committee Meeting on 30 August 2022 (See attached summary accounts). The accounts are up to date as of 28 August 2022. The main change between now and 31 August will be the inclusion of the 4<sup>th</sup> Q 2022 receivables from regular and other users which will add about £3,500 to the receipts.

#### 2021/22 Receipts

Total actual receipts from regular and casual bookings over the accounting period were **£19,157.27** or 64% higher than in 2020/21 which was severely impacted by Covid-19 Lockdowns. There has been a very significant recovery in other (casual) bookings in 2021/22. The 2021/22 total income inclusive of 4<sup>th</sup>Q billing, will be very similar to a normal year when we generate income of about £21,000 to £22,000.

In 2021/22 the VH received a single Covid Grant from SODC of £2,667.00 which compares with £18,708.00 received from SODC in 2020/21.

In 2021/22 total receipts amounted to **£22,076.21**, or a 29% reduction on 2020/21 due to the much lower grant aid received from SODC.

#### 2021/22 Payments

In 2021/22 total payments amounted to **£47,580.00** representing a 189% increase on 2020/21. The major cost increases are almost entirely due to the investment in upgrading the kitchen and lighting new radiators – total capital items and improvements this year have amounted to £34,007.48. Also note the 35% increase in electricity costs. Going forward we can expect very significant increases in both gas and electricity costs in 2022/23.

#### 2021/22 Operating Surplus (Receipts minus Payments)

In 2021/22 the Village Hall registered a pre-planned operating deficit of £25,503.79 which is entirely due to the investment of £34,007.48 in upgrading the village hall facilities for our users.

#### Closing Fund Balance

At 28 August 2022 the Village Hall Closing Balance stands at **£62,825.86** including a) £11,998.23 in the Lloyd's Bank current account; b) £51,063.63 in the COIF High Interest-Bearing Account. The closing balance will be increased by about £3,500 with the addition of 4<sup>th</sup> Q receivables.

Over the past seven years the Hagbourne Village Hall financial results have been very robust and the reserves have been added to considerably over this period. These favourable results have enabled the Village Hall to maintain its room hire charges at the same rates over this period. The committee will, however, need to decide whether it is necessary to raise the hourly room hire rates in 2022/23 on account of the major increase in gas/electricity and water charges.


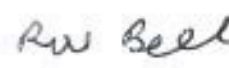
Charles Stutley, 28 August 2022

**HAGBOURNE VILLAGE HALL****FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2021**

<b>RECEIPTS</b>		<b>YE 21/22</b>	<b>YE 20/21</b>	<b>% growth</b>
Pre-School		7,610.15	8,785.80	-13.38%
Casual bookings		6,701.03	814.50	722.72%
HAMS		664.90	18.60	3474.73%
Saturday Ballet (replaced by SIT DANCE)		79.75	74.40	7.19%
Scouts, Guides and Brownies and Beavers		1,061.75	82.15	1192.45%
Pilates		284.69	74.40	282.65%
Bridge Club		525.00	0.00	#DIV/0!
Yoga		241.80	194.50	24.32%
Botanical Art		0.00	0.00	#DIV/0!
Sewing		465.00	279.00	66.67%
EHPC & WHPC		84.80	12.00	606.67%
Folk Dancing		669.60	818.40	-18.18%
Dance Practice Couples		0.00	0.00	#DIV/0!
Thursday Ballet		0.00	0.00	#DIV/0!
Powley Dance		768.80	551.80	39.33%
<b>Total Bookings</b>		<b>19,157.27</b>	<b>11,705.55</b>	<b>63.66%</b>
Miscellaneous (local elections)		0.00	200.00	-100.00%
Grants (SODC COVID-19 GRANT)		2,667.00	18,708.00	-85.74%
Car Park Electricity Repayments		159.49	153.77	3.72%
Bank Interest (COIF A/C)		92.45	7.69	1102.21%
<b>Total Other</b>		<b>2,918.94</b>	<b>19,069.46</b>	<b>-84.69%</b>
<b>Total Receipts</b>		<b>22,076.21</b>	<b>30,775.01</b>	<b>-28.27%</b>
<b>PAYMENTS</b>				
Gas		1,137.32	1,331.95	-14.61%
Electricity		1,036.65	768.02	34.98%
Broadband services		338.34	941.54	
Caretaker Costs		5,900.00	4,803.00	22.84%
Booking Secretary		950.00	880.00	7.95%
Licences		70.00	70.00	0.00%
Insurance		706.97	719.33	-1.72%
Water		498.60	340.79	46.31%
Maintenance		1,276.58	1,445.97	-11.71%
Capital Items & Improvements		34,007.48	4,452.50	663.78%
Cleaning Supplies		441.23	419.96	5.06%
Other (including repayment of Deposits)		1,216.83	307.85	295.27%
<b>Total Payments</b>		<b>47,580.00</b>	<b>16,480.91</b>	<b>188.70%</b>
<b>Receipts minus Payments</b>		<b>-25,503.79</b>	<b>14,294.10</b>	<b>-278.42%</b>
Opening Fund balance	(less AP y/b)	88,329.65	74,035.55	
<b>Closing Fund Balance</b>		<b>62,825.86</b>	<b>88,329.65</b>	<b>-28.87%</b>
Treasurers Account (Lloyds)		11,998.23	34,534.72	-65.26%
High Interest Account (COIF)		51,063.63	50,971.18	0.18%
Prepayments		-200.00	-200.00	0.00%
Accounts Receivable (3rd and 4th Q 2021)		0.00	3,023.75	-100.00%
Accounts Payable (aka cheques not presented)		0.00	0.00	
<b>TOTALS</b>		<b>62,861.86</b>	<b>88,329.65</b>	<b>-28.83%</b>
Signed:			Signed:	
Charles Stutley (Hon. Treasurer)			Robin Bell (Independent Auditor)	
Date:			Date:	
Check difference		<b>36.00</b>	<b>0.00</b>	

# HAGBOURNE VILLAGE HALL

## FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2022

RECEIPTS	YE 21/22	YE 20/21	% growth
Pre-School	9,178.35	8,785.80	4.5%
Casual bookings	6,503.83	814.50	698.5%
HAMS	664.90	18.60	3474.7%
Steps in Time (SIT) Dance	79.75	74.40	7.2%
Scouts, Guides and Brownies and Beavers	1,656.55	82.15	1916.5%
Pilates	389.57	74.40	423.6%
Bridge Club	615.00	0.00	#DIV/0!
Yoga	334.80	194.50	72.1%
Ceramics	62.00	0.00	#DIV/0!
Sewing	539.40	279.00	93.3%
EHPC & WHPC	141.80	12.00	1081.7%
Dance Practice (Cox)	744.00	818.40	-9.1%
Bam Dancing	12.40	0.00	#DIV/0!
Snouting about Dog Training and Grooming	207.20	0.00	#DIV/0!
Powley School of Dance	1,025.00	551.80	85.8%
<b>Total Bookings</b>	<b>22,154.55</b>	<b>11,705.55</b>	<b>89.3%</b>
Miscellaneous (local elections)	0.00	200.00	-100.0%
Grants (SODC COVID-19 GRANT)	2,667.00	18,708.00	-85.7%
Car Park Electricity Repayments	159.49	153.77	3.7%
Bank Interest (COIF A/C)	92.45	7.69	1102.2%
<b>Total Other</b>	<b>2,918.94</b>	<b>19,069.46</b>	<b>-84.7%</b>
<b>Total Receipts</b>	<b>25,073.49</b>	<b>30,775.01</b>	<b>-18.5%</b>
<b>PAYMENTS</b>			
Gas	1,137.32	1,331.95	-14.6%
Electricity	1,036.65	768.02	35.0%
Broadband services	338.34	941.54	-64.1%
Caretaker Costs	5,900.00	4,803.00	22.8%
Booking Secretary	950.00	880.00	8.0%
Licences	70.00	70.00	0.0%
Insurance	706.97	719.33	-1.7%
Water	563.95	340.79	65.0%
Maintenance	1,276.58	1,445.97	-11.7%
Capital Items & Improvements	35,167.75	4,452.50	689.8%
Cleaning Supplies	441.23	419.96	5.1%
Other (including repayment of Deposits)	1,216.83	307.85	295.3%
<b>Total Payments</b>	<b>48,805.62</b>	<b>16,480.91</b>	<b>196.1%</b>
<b>Receipts minus Payments</b>	<b>-23,732.13</b>	<b>14,294.10</b>	<b>-266.0%</b>
Opening Fund balance (less AP y/b)	88,329.65	74,035.55	
<b>Closing Fund Balance*</b>	<b>64,597.52</b>	<b>88,329.65</b>	<b>-26.9%</b>
Treasurers Account (Lloyds)	10,910.61	34,534.72	-68.4%
High Interest Account (COIF)	51,063.63	50,971.18	0.2%
Prepayments	-200.00	-200.00	0.0%
Accounts Receivable (4th Q 2022)	2,811.28	3,023.75	-7.0%
Accounts Payable (aka cheques not presented)	0.00	0.00	
<b>TOTALS*</b>	<b>64,585.52</b>	<b>88,329.65</b>	<b>-26.9%</b>
Signed: 		Signed: 	
Charles Stutley (Hon. Treasurer)		Robin Bell (Independent Auditor)	
Date: 16-10-2022		Date: 16.10.22	
Balance (check)	-12.00	0.00	
* 2022 Closing Fund Balance should read £64,585.52, a difference of -£12.00 due to a booking error in 2021 Accounts Receivable.			

**HAGBOURNE VILLAGE HALL**

England & Wales - Charity number 900090

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# Accounts

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## **Hagbourne Village Hall Annual General Meeting, 24 November 2021**

### **TREASURER'S REPORT, Financial year 2020/21 ending 31st August 2021**

These final Hagbourne Village Hall Accounts for the financial year ending 31st August 2021 have been prepared by Charles Stutley (Treasurer) for the Annual General Meeting on 24 November 2021 (See attached summary accounts). The final Accounts have been checked and approved by Mr Robin Bell (independent auditor) and signed on 6 November 2021 (See Accounts summary page 2).

The 2020/21 year has been disrupted by COVID-19 with the Village Hall being closed for all users save for Pre-school from 5 November to 1 December 2020 and then for most of January to mid-April 2021. During this lockdown period, the Village Hall has received major COVID grant support from SODC amounting to £18,708.00.

#### **2020/21 Receipts**

Due to COVID-19 lockdowns, total actual receipts from regular and casual bookings over the accounting period were only £11,705.55 or 22.9% lower than 2019/20 (again impacted by COVID-19) and about half the income we anticipate in a normal year of about £21,000 to £22,000. Accounts Receivable from 4<sup>th</sup> Q invoicing at 31 August 2021 stood at £3,023.75 compared to £2,276.00 at the same time last year.

The loss of booking revenue was more than offset, however, by the receipt of a series of COVID-19 grant payments from SODC amounting to £18,708, which is in addition to a Covid grant of £10,000 in 2019/20. In 2020/21, total other income amounted to £19,069.46.

In 2020/21 total receipts amounted to £30,775.01, representing a 17.2% increase on 2019/20. This is the highest annual receipts the VH has ever received.

#### **2020/21 Payments**

In 2020/21 total payments amounted to £16,480.91 representing a 31% increase on 2019/20. The major cost increases include £4,452.50 spent on new radiators and £941.54 for broadband (the Village Hall reimburses the Pre-School for charges).

#### **2020/21 Operating Surplus (Receipts minus Payments)**

In 2020/21 the Village Hall registered a significant operating surplus of £14,294.10 which is mainly due to the SODC grant payments over the year, or a 4.6% increase on 2019/20.

#### **Closing Fund Balance**

At 31 August 2021 the Village Hall Closing Balance stand at **£88,329.65** including a) £34,534.72 in the Lloyd's Bank current account; b) £50,971.18 in the COIF High Interest-Bearing Account, and c) £3,023.75 Accounts Receivable.

Over the past six years the Hagbourne Village Hall financial results have been very robust and the reserves have been added to considerably over this period. These favourable results have enabled the Village Hall to maintain its room hire charges at the same rates for the sixth year running and increases are unlikely to be required going into 2021/22.

Charles Stutley, 7 November 2021

## HAGBOURNE VILLAGE HALL

### FINAL ACCOUNTS FOR YEAR ENDED 31 AUGUST 2021

RECEIPTS	YE 20/21	YE 19/20	% growth
Pre-School	8,785.80	8,073.25	44.66%
Casual bookings	814.50	5,243.00	-84.47%
HAMS	18.60	753.10	-97.53%
Saturday Ballet (replaced by SFI DANCE)	74.40	443.20	-83.21%
Scouts, Guides and Brownies and Beavers	82.15	607.60	-86.48%
Pilates	74.40	372.00	-80.00%
Bridge Club	0.00	240.00	-100.00%
Yoga	194.50	218.55	-11.00%
Botanical Art	0.00	124.00	-100.00%
Sewing	279.00	235.60	18.42%
DIYPC & WHPC	12.00	138.40	-91.33%
Folk Dancing	818.40	246.00	232.68%
Dance Practice Couples	0.00	111.60	-100.00%
Thursday Ballet	0.00	111.60	-100.00%
Powley Dance	551.80	271.25	103.43%
<b>Total Bookings</b>	<b>11,795.55</b>	<b>15,189.15</b>	<b>-22.93%</b>
Miscellaneous (lost) elections	200.00	506.75	-60.53%
Grants (SODC COVID-19 GRANT)	18,708.00	10,000.00	87.08%
Cae Park Electricity Repayments	153.77	393.57	-60.93%
Bank Interest (COIF A/C)	7.60	164.57	-95.33%
<b>Total Other</b>	<b>19,069.46</b>	<b>11,064.89</b>	<b>72.34%</b>
<b>Total Receipts</b>	<b>30,775.01</b>	<b>26,254.04</b>	<b>17.22%</b>
<b>PAYMENTS</b>			
Gas	1,531.95	1,275.54	4.42%
Electricity	768.02	835.45	-8.07%
Broadband services	941.54		
Caretaker Costs	4,803.00	4,764.34	0.81%
Booking Secretary	880.00	1,020.00	-13.73%
Licences	70.00	180.00	-61.11%
Insurance	719.33	704.80	2.08%
Water	340.79	564.54	-32.46%
Maintenance	1,445.97	1,102.23	31.19%
Capital Items & Improvements	4,452.50	201.31	1803.91%
Cleaning Supplies	419.96	809.51	-48.12%
Other (including repayment of Deposits)	307.85	1,134.54	-72.87%
<b>Total Payments</b>	<b>16,480.91</b>	<b>12,592.26</b>	<b>30.88%</b>
<b>Receipts minus Payments</b>	<b>14,294.10</b>	<b>13,661.78</b>	<b>4.63%</b>
Opening Fund balance (less AP y/b)	74,035.55	60,373.77	
<b>Closing Fund Balance</b>	<b>88,329.65</b>	<b>74,035.55</b>	<b>19.31%</b>
Treasurers Account (1.5yds)	34,534.71	20,996.06	64.48%
High Interest Account (COIF)	50,971.18	50,963.49	0.02%
Prepayments	-200.00	-200.00	0.00%
Accounts Receivable (3rd and 4th Q 2021)	3,023.75	2,276.00	32.85%
Accounts Payable (aka cheques not presented)	0.00	0.00	
<b>TOTALS</b>	<b>88,329.65</b>	<b>74,035.55</b>	<b>19.31%</b>

Signed:

Charles Stutley (Hon. Treasurer)

Date 6 November 2021

Signed:

Robin Bell (Independent Auditor)

Date 6.11.21

## Hagbourne Village Hall – Assets & Liabilities 31 August 2021

### Assets

Item	
<b>Village Hall Land &amp; Building</b>	1
<b>Equipment</b>	
Hall Chairs - Red	120
Meeting Room Chairs	16
Children's Chairs	16
Hall Tables 6' by 3'	18
Hall Tables 3' by 2'6"	4
Card Tables	4
Step Ladders	2
Microwave Oven	1
Large Boiler	1
Electric Kettles	4
Tea Pots (Large)	3
Fridge	1
Chiller	1
Vacuum Cleaner	1
Floor Polisher	1
Fire Blanket	1
Fire Extinguishers	7
Local Bins for paper towels	4

Item	
<b>Glasses</b>	
Wine	150+
Beer	200+
<b>Crockery</b>	
Dinner Plates	108
Bowls	103
Side Plates	102
Mugs	150+
Cups	10
Saucers	7
<b>Cutlery</b>	
Knives	150+
Forks	150+
Dessert Spoons	150+
Tea Spoons	100

In addition, Hall has been fitted out with Paper Towel Dispensers, Hand Gel Dispensers, First Aid Cabinet etc. which are fixed in place, so are regarded as part of the hall fabric.

Plus Bank Balances and Debtors as per account statement.

### Liabilities

Prepayments and creditors as per account statement

The Hall has no outstanding loans or mortgages on its property.

**Independent Examiners Report to the Trustees/committee members of Hagbourne Village Hall (Charity Commission Registration Number 900090)**

I report on the accounts for the year ended 31<sup>st</sup> August 2021

**Respective responsibilities of trustees and the Examiner**

The Committee Members have established that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (The Act) but an independent examination by a responsible person is required.

Accordingly, it is my responsibility to:

Examine the accounts (under section 43 of the Act), following the procedures laid down in the General Directions given by the Charity Commission (as required by section 43(7)(b) of the Act, and to state whether any particular matters have come to my attention.

**Basis of independent examiners report**

My examination included a review of the accounting records kept by the Treasurer of the Charity, and comparing these with the accounts presented with those records.

The procedure undertaken does not require all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true & fair' view and the report is limited to those matters set out below.

**Independent Examiners Statement**

1/ No matter has come to my attention during the course of my examination which gives me reasonable cause to believe that the requirements to keep the accounting records in accordance with section 41 of the Act have not been met.

2/ No matter has come to my attention which needs further explanation in order for a full understanding of the accounts to be reached.

Robin Bell  
Lime Tree Cottage  
9 Main Road  
East Hagbourne  
OX11 9LN



9<sup>th</sup> December 2021