

# **Withersfield Village Hall**

Registered Charity No 304957

## **Trustees' Annual Report**

1<sup>st</sup> May 2020 – 30<sup>th</sup> April 2021



Trustees as at 30<sup>th</sup> April 2021

Tom Mytton-Mills – Chairman  
Grant Dobinson - Treasurer  
Stephanie Watson – Secretary  
Nick Harewood – Trustee  
Jenny Rajack – Trustee  
Jill Johnson - Trustee

Nicola Randall – Hall Warden

e-mail contact: [withersfieldvillagehall@gmail.com](mailto:withersfieldvillagehall@gmail.com)

Bookings telephone number: 07917 167891

## **Governance**

Withersfield Village Hall was established as a charity by a Trust Deed dated 24<sup>th</sup> March 1965 and as such is registered with the Charity Commission under number 304957

The building was originally the Withersfield Church of England School, built in or around 1863. The school closed in or around 1960 and the building was conveyed to the Parish Council as custodian trustee, to be held upon trust for the purposes of a Village Hall for the inhabitants of Withersfield and neighbourhood.

Withersfield Village Hall Management Committee are the administering trustees' being responsible for managing and maintaining the building in a good state of repair.

## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. The Committee can consist of five elected members of the Committee and four representative members of the Committee (two from the Parish Council and two from the Parochial Church Council).

All members of the Committee retire at each Annual General Meeting which must be held in the month of April each year or as soon as practicable thereafter. There is no limit to the number of years in succession a Trustee may serve provided that he or she be duly re-elected each year.

The Management Committee has the power to co-opt up to five further trustees to hold office until the end of the Annual General Meeting following the co-option.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall the following policy statements are in draft awaiting adoption:

- Health & Safety Policy
- Child, Young Person, and vulnerable Adult Safeguarding Policy
- Finance & Procurement Policy

Copies of these will be included within the trustees' welcome pack in due course.

There have also been additional Covid-19 related policies and risk assessments in force during the year to enable Withersfield Village Hall to be managed as a Covid-secure building. A QR Code and sign in register for NHS Track and Trace and Covid cleaning records are requirements for all users and visitors to the hall.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The Village Hall has a Premises Licence (not including alcohol). It is not registered with the local authority for small society lotteries.

## **Risk Management**

### **Insurance**

The Village Hall is insured with respect of property damage (buildings insurance) by Allied Westminster (Insurance Services) Ltd (£420,029 cover). It is insured with the same company with respect contents (up to £7,124), public liability (£10,000,000) employers liability (£10,000,000) and legal assistance.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### **Building Issues**

A valuation and building condition survey is undertaken at regular intervals by a qualified surveyor at the request of our insurer.

Portable electrical appliances are tested by qualified personnel annually or three-yearly as required.

The mains electrical installation is checked by a qualified engineer every 5 years. This is now slightly overdue following the COVID-19 outbreak but has been scheduled following reaching step 3 of the national Covid-19 roadmap.

Periodic checks are made of all the emergency exit lighting. Firefighting appliances are inspected annually under contract with Chubb Fire & Security Ltd.

## **Objectives of the Charity**

The objects of the charity are; A Village Hall for the use of the inhabitants of the Parish of Withersfield in the County of Suffolk without distinction of political, religious or other opinions including use for meetings, lectures, classes and for other forms of recreation and

leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

The trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued below.

## **Principle Activities in pursuit of Objectives**

In normal times the hall is in use most days of the week for a variety of activities including Bowls clubs, Bridge clubs, Yoga and Pilates classes, dog training classes and Zumbini classes.

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

## **Funding strategy**

It is the strategy of the trustees to manage the revenue budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

## **Volunteers' Effort**

Management costs are kept to a minimum through the use of volunteers for regular maintenance of the Hall. In a normal year, on average 10 hours of volunteer time is given each week to cover routine tasks such as fire alarm and emergency lights testing, administration and accounting, and maintenance. In addition, Trustees give between two to three hours every quarter for meetings and discussions. However, due to reduced activity and difficulties in meeting arrangements the volunteer hours were significantly less this year.

## **2020-2021 Achievements**

As is well documented, the financial year ending 30<sup>th</sup> April 2021 was an unusual year for all organisations and for most of the year the virus known as Covid-19 resulted in the hall being closed to public events. As a result, there is less than usual in terms of activities to report in this section. But we are pleased to report the hall has ended the year in a slightly better position than it entered the year with regard to financial stability.

Due to Covid-19 many of the planned improvements have been put on hold, but we have replaced the heaters in the main hall and also the committee room.

Our strategic aim to increase storage by building an storage extension was also put on hold due to Covid-19 as the planned fundraising activities were put on hold. During this period

the planning permission has also lapsed. Plans to relaunch progress of the extension are detailed in the Future Plans below.

## **Reserves Policy**

The charity had £56,876 in the bank as unrestricted reserves at the year end. The cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture and equipment replacement. It is the trustees policy to maintain unrestricted reserves of between 100% and 150% of an average annual revenue expenditure (£10,000 to £15,000).

The trustees are satisfied that the current reserves at £56,876 are more than adequate for the short-term operation of the Hall.

The trustees are responsible for the maintenance of the Village Hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting costs in full (i.e., without needing a loan). Such funds would be restricted. The current storage extension plan fits into this category and for the year just ended, £2,000 was held as restricted funds bringing total reserves to £58,876.

## **Future Plans**

We reported last year a number of planned improvements and fundraising events which have had to be put on hold for most of the financial year. As we come out of lockdown, we are revisiting our strategic plan to extend the existing storage facility. The cost of the extension was high compared to the amount of reserves held. Additionally, there were some concerns as to whether the planned extension would provide sufficient storage increase to meet the needs of the hirers and committee.

Whilst the hall was closed, several of the committee looked at alternative options and one in particular appears to have merit, in that it will increase the storage capacity by an additional 38% compared with the previous plan and is likely to be significantly cheaper to construct. It is therefore our intention to get new plans drawn up and re-apply for planning permission during the current year (2021/22).

Both outside and inside the Hall require redecorating and this is planned for during the summer period. The floor in the main hall would benefit from being re-sealed, however it was agreed that it would be better to wait until after the extension is completed before getting this done.

As part of the decoration plan, we will also look to improve/replace the carpet within the committee room and the curtains throughout the hall if that is required.

The current year is also going to focus on ensuring our governance polices are up to date and if possible, attract new members to the Committee.

## Appreciation

The trustees give their time and effort free of charge or benefit and in turn are grateful to all who support the Hall in terms of hiring the hall, providing support to the Hall, attending events, running events and sessions and donations received.

## Contact

The trustees endeavour to provide a village hall that the local community enjoy using and that they can carry a sense of pride in. We are always welcoming to any ideas for further improvements and would ask that local people do not hesitate to contact any of the Trustees with comments and feedback.

## Declaration

The Trustees declare that they have approved the trustees' report above and the accounts following this declaration.

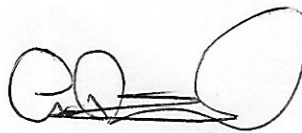
**Signed on behalf of the charity's trustees**



Tom Mytton-Mills  
Chairman

Date:

21-07-2021



Grant Dobinson  
Treasurer

Date:

21-07-2021

# **Independent Examiner's Report**

## **To the trustees of the Withersfield Village Hall Management Committee**

I report on the accounts of the Trust for the year ended 30 April 2021, which are set out on pages 1 to 2.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether any 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 Trustees have not met 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; or

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

Name: L D Dilloway FCA  
Address: Weavers, 6 Hamlet Road,  
Haverhill. CB9 8EE

Signed: 

Date: 20<sup>th</sup> July 2021.

**Withersfield Village Hall Management Committee**  
**Financial statements for the year ending 30 April 2021**

**Receipts and Payments Account**

	Unrestricted Funds £	Restricted Funds £	<b>Total 2021 £</b>	Total 2020 £
<b>Receipts</b>				
Donations	0	2,000	<b>2,000</b>	0
Hire of Hall	1,210	0	<b>1,210</b>	11,162
Fundraising Events (note 3a)	0	0	<b>0</b>	0
Interest	93	0	<b>93</b>	310
West Suffolk Covid Payment	10,000	0	<b>10,000</b>	0
	<u>11,303</u>	<u>2,000</u>	<b><u>13,303</u></b>	<u>11,472</u>
<b>Payments</b>				
Cost of Fundraising (note 3b)	0	0	<b>0</b>	0
Wages	1,100	0	<b>1,100</b>	1,375
Premises & Facilities (note 3c)	1,929	0	<b>1,929</b>	5,668
Administration (note 3d)	1,230	0	<b>1,230</b>	1,596
	<u>4,259</u>	<u>0</u>	<b><u>4,259</u></b>	<u>8,640</u>
<b>Excess/(Shortfall) of Receipts over Payments</b>	<b>7,043</b>	<b>2,000</b>	<b>9,043</b>	<b>2,832</b>
Transfers between funds	0	0	<b>0</b>	0
	<u>7,043</u>	<u>2,000</u>	<b><u>9,043</u></b>	<u>2,832</u>
Opening reserves 1 May 2020	49,832	0	<b>49,832</b>	47,000
Closing reserves 30 April 2021	<u>56,876</u>	<u>2,000</u>	<b><u>58,876</u></b>	<u>49,832</u>

**Statement of Assets and Liabilities**

	Unrestricted Funds £	Restricted Funds £	<b>Total 2,021 £</b>	Total 2,020 £
<i>Cash Funds</i>				
Current Account	12,770	2,000	<b>14,770</b>	44,013
CCLA Deposit Account	44,106	0	<b>44,106</b>	5,819
	<u>56,876</u>	<u>2,000</u>	<b><u>58,876</u></b>	<u>49,832</u>
<i>Other Monetary Assets</i>				
	0	0	<b>0</b>	0
	<u>0</u>	<u>0</u>	<b><u>0</u></b>	<u>0</u>
<i>Liabilities</i>				
	0	0	<b>0</b>	0
	<u>0</u>	<u>0</u>	<b><u>0</u></b>	<u>0</u>



**Withersfield Village Hall Management Committee**  
**Financial statements for the year ending 30 April 2021**

**Notes**

- The financial statements of the Withersfield Village Hall Management Committee have been prepared on a receipts and payments basis.
- The movements in restricted funds during the year were:

	Bal B/fwd £	Receipts £	Payments £	Transfers £	Bal C/fwd £
Village Hall Storage Extension Fund	0	2,000	0	0	2,000

A specific donation was received in year to be used to improve the storage at the Village Hall.

3. **Receipts and Payments analysis**

	Unrestrict ed Funds £	Restricted Funds £	<b>Total 2021 £</b>	2020 £
a. <b><u>Fundraising Events</u></b>				
Quiz Night	0	0	0	0
Race Night	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
b. <b><u>Cost of Fundraising</u></b>				
Quiz Night	0	0	0	0
Race Night	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
c. <b><u>Premises &amp; Facilities</u></b>				
Rates	69	0	69	68
Water	213	0	213	281
Energy	1,154	0	1,154	2,488
Cleaning	30	0	30	2,100
Repairs & Maintenance	464	0	464	731
	<u>1,929</u>	<u>0</u>	<u>1,929</u>	<u>5,668</u>
b. <b><u>Administration Costs</u></b>				
Printing, postage and stationery	9	0	9	154
Telephone	322	0	322	264
Insurance	765	0	765	746
Legal & Professional	0	0	0	432
Covid-19 purchases	134	0	134	0
Sundry	0	0	0	0
	<u>1,230</u>	<u>0</u>	<u>1,230</u>	<u>1,596</u>

- No payments were made to Trustees.