

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

COLERNE VILLAGE HALL ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

The Land owned by The Colerne Village Hall Association Charity
is Vested in the Official Custodian for Charities

Secretary	Anne Nicholas
Charity Number	1072699
Principal Address	Colerne Village Hall Association c/o 20 Cleaves Avenue Colerne Chippenham Wiltshire SN14 8BX
Independent Examiner	Ray Barker 6 Fosseway Close Colerne Chippenham Wiltshire SN14 8EE
Bankers	HSBC Bank Plc 41 Southgate Street Bath BA1 1TN

COLERNE VILLAGE HALL ASSOCIATION

CONTENTS

	Page
Trustees' report	1 – 3
Independent examiner's report	4
Income and expenditure account	5 – 6
Community Land Trust	7
Balance Sheet	8
Note to the accounts	9

TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2020

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2020.

Objectives and Activities of the Charity for the Public Benefit

The Objects of the Charity are specified in the Trust Deed as follows:

"The Trust Property shall be held upon trust for the purpose of a Village Hall for the use of the inhabitants of Colerne and the neighbourhood without distinction of sex or of political, religious or other opinions, and in particular for use for meetings, lectures and 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 management committee carries out these objects by:

- Providing first class hall facilities at an affordable cost
- Maintaining the building so that is safe and fit for purpose
- Promoting the use / availability of the Hall in the Parish Magazine and on the website
- Fundraising and grant applications to enable improvements to the fabric and facilities of the building

Activities and Achievements

The Hall is managed by volunteers, who make up the management committee, who meet four times a year to determine policy, to plan the development of the Hall's facilities and to deal with routine matters regarding the day to day running of the Hall. In between meetings a monthly update concerning outstanding matters and detailing the financial position is emailed to all committee members by the secretary.

The Hall is insured with Zurich through the Community First Village Hall Plus Group and is a member of Wiltshire Village Halls' Association. The Hall has its own independent website and in order to reach a wider section of the community is also on Facebook. The Hall is registered for Gift Aid.

A cleaning firm is contracted to clean the Hall and the grounds are maintained by a contractor. Minor maintenance is carried out by volunteers while major maintenance is contracted out.

The Management Committee achieved the Hallmark Scheme levels 1, 2 and 3 at the beginning of 2013 and retained all three levels in 2016 and again in 2019. This is a nationally approved quality assessment scheme managed nationally by ACRE (Action with Communities in Rural England) and in Wiltshire undertaken by Wiltshire Village Halls' Association; it is currently taken into account by insurers, reducing premiums.

The Hall's Policies and Procedures are reviewed on an annual basis.

The Solar Panels generate an annual income for the Hall through the payback scheme.

The Cinema with the sponsorship from Turbo-Jection continued as a major fundraiser for the hall with one screening per month, the continuation of the loyalty card for single entry admission, the family ticket retained and ticket prices remained unchanged. The film audience increased slightly with the loyalty card still proving very popular. The Cinema screenings are 'manned' by volunteers from the management committee and the community on a rota basis.

A number of repair and maintenance jobs have been completed throughout the year.

At the AGM in May 2018 it was agreed to increase hiring charges from April 2019; the last increase being in April 2016.

The 200+Club was re-launched as The 300 Club from October 2019 and continues to be a major fundraiser for the Hall with shares standing at 261.

A survey was carried out in June 2019 to identify the most suitable type of Ground Source Heat Pump installation for the Village Hall. The survey confirmed Bore Holes were the only viable way forward so funding is actively being sought for the implementation of a Ground Source Pump Heating and Hot Water System with under floor heating in the Main Hall and the system powering all radiators.

There have been problems with the key boxes not opening in the cold weather so thermostatically controlled micro heaters were installed inside the boxes to stop the bolts from freezing.

The Store Room was split into two separate rooms; the Store Room and the PC Room; the PC Room being made secure with limited access.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Grants were obtained to refurbish the Denys Sargent Room to enable the toilet to be upgraded to a fully accessible toilet and a sink unit and blinds to be installed in the room. A donation was also received which enabled equipment to be purchased including a pull down projection screen and small projector. This room is now fully functional as a separate hire to the Main Hall for smaller gatherings and meetings with access and facilities for all.

The Gas Range Cooker required a repair, mid March, which would have entailed a considerable cost so the Committee decided not to repair but to take the opportunity to replace it with an Electric Range Cooker instead. With the installation of a Ground Source Heat Pump in the coming years the Hall will no longer require a gas supply. The Committee will also investigate changing from Phase 1 to Phase 3 Electrical Supply.

At the January 2020 Committee Meeting Kathleen Hall the Chairman for the last ten years resigned due to ill health, although she remains a member of the Committee as a group representative; the Committee thanked Kathleen for the hard work and dedication she had given to the hall over this time. Kay Hall (no relation!) was elected as the new Chairman.

No event has taken place which required the application of a Temporary Event Notice.

No serious incidents occurred that should have been brought to the attention of the Charity Commission.

The Village Hall is acting as "banker" for Colerne Community Land Trust, receiving the Set Up Grant for the Trust from Wiltshire Council, paying any expenditure and detailing all transactions until the Trust is legally formed with its own bank account; being self sufficient by the end of 2020.

The Coronavirus Pandemic caused many groups to cancel bookings from 16th March and the in line with Government Instructions on 20th March the Hall was closed until further notice; the new cooker will be purchased when possible.

Trustees (Management Committee)

The Trustees who served during the year were:

Kathleen Hall (Chairman to 28th January 2020)

Erica Laws (Vice-Chairman) Anne Nicholas (Secretary)

Sheila Nicholas (Treasurer) Ann Atkinson

Mark Solomon Alexis Rich

Jacqui Bradburn Kay Hall (Chairman from 28th January 2020)

Daphne Reason Nicola Jobbins

Jackie Bicknell Ann Matthews

Review of financial position

The accounts are presented on the "receipts and payments" basis.

Bookings remained stable, with a new Fitness Class commencing in the Main Hall during the year and a small Craft Group and a small Quilting Group commencing in the Denys Sargent Room helping to replace groups that had ceased in the previous financial year. This together with the increase in hiring charges aided to increase hiring revenue slightly from the previous year; as shown on page 5 of the accounts. The income would have been higher but for the cancellation of many group bookings from 16th March and closure of the Hall on 20th March due to the Coronavirus.

The solar panels reduced the electric bill by approximately £600 for the year and the Feed in Tariff (F.I.T.) payments totalled £2006; as detailed on page 5 of the accounts.

The Cinema made a profit of £1,582 before sponsorship; with the £1,000 sponsorship money the profit was £2,582. The sponsorship is used to pay for all of the publicity costs, tickets, the Moviola Service charge and all postage costs; within Cinema Costs detailed on page 6 of the accounts.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

The Ground Source Heat Pump Survey cost £670, shown as the Consultancy Fee total on page 6 of the accounts, a grant of £500 was received from Corsham Area Board towards this cost; part of the grants shown on page 5 of the accounts.

The Store Room split cost a total of £847 and the Key Box heating system labour costs £320; within Repairs and Maintenance Upgrades on page 6 of the accounts.

The Denys Sargent Room Refurbishment total cost was £10,726 with grants being received from Awards From All £4,500, Corsham Area Board £2,250 and Colerne Parish Council £2,250. A Donation of £500 was also received and the Hall contributed the remaining cost of £1226.

Within the Hall's Current Bank Account are funds for Colerne Community Land Trust for £522. A separate Income and Expense sheet is within these accounts; page 7. The CCLT's balance has been deducted from the Balance Sheet; page 8.

The income exceeded the expenditure this financial year by £833, as shown on page 6 of the accounts.

The Reserves for unforeseen major repairs stands at £11,000 and for major loss of income £3,000, a total of £14,000; this amount is within the net current assets on the Balance Sheet (page 8) within the Bank deposit account. It is planned that the total reserve fund should eventually stand at £20,000; £17,000 for unforeseen major repairs and the £3,000 for major loss of income.

Equipment purchased 2019/2020; within Expenses Equipment/Furniture Purchases page 6.

2 Heaters, Switches & Power Packs for Key Boxes £269

Directional Sign to DS room £65

Key Box for PC Room Key £19

Replacement Boiler Programmer (DS Room) £77

Replacement Wine Glasses £48

Replacement Paper Towel Dispenser (Kitchen) £28

DS Refurbishment Project

Equipment purchased 2019/20; within Expenses Equipment/Furniture and Fixture & Fitting Purchases page 6

Cassette Roller Blind & 2 Tension Pleated Blinds £905

Disabled Toilet, Grab Bars and Sink Unit £371

Kitchen Units & Sink Unit including Worktop £1,560

Pull-Down Projection Screen £44

Small Projector £61

24 Mugs & 24 Small Plates £41

1.7 Litre Kettle £25


Doormat £5

2 Key boxes £29

Numerous Sundry Items £67

3 Soundproofing Panels £202

Disabled Toilet Door £600


Kay Hall
Chairman

Dated: 13/05/20

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF COLERNE VILLAGE HALL ASSOCIATION**

I report on the accounts of the Charity for the year ended 31 March 2020, which are set out on pages 5 to 8.

Respective responsibilities of Trustees and examiner

As the charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ray Barker

6 Fossey Close
Colerne
Chippenham
Wiltshire
SN14 8EE

Dated: 14th May 2020

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

	2020		2019	
	£	£	£	£
Income receipts				
Grants and Donations				
Grants	9,500		-	
Sundry Donations	520		23	
Donations for Cinema Sponsorship	1,000		1,000	
Gift Aid Donations	180		180	
Gift Aid Tax Repayment	45		56	
		11,245		1,259
Trading Activities				
Hiring Charges	9,882		8,964	
300 Club(200+Club)	2,610		2,620	
Cinema Income	3,260		2,729	
Cinegi Income	-		236	
Miscellaneous income	10		10	
		15,762		14,559
Investment income				
Bank interest	32		17	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	2,006		1,944	
		2,072		1,995
		29,079		17,813

Note: not including CCLT transactions - see pages 7 & 8

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
 FOR THE YEAR ENDED 31 MARCH 2020

			2020		2019	
	£	£	£	£	£	£
Expenses						
Gardening		671			266	
Rates		792			695	
Insurance		1,159			1,177	
Light and Heat		1,069			1,099	
Cleaning		4,408			4,922	
Repairs&Maintenance: Routine	1,805			673		
Upgrades	1,388			-		
Servicing	<u>682</u>	3,875		<u>792</u>	1,465	
Equipment/Furniture: Routine	470			616		
DS Room Refurbishment	<u>4,084</u>	4,554		<u> </u>	616	
Miscellaneous Purchases		164			199	
Computer Software		-			88	
300 Club (200+ Club)		1,414			1,262	
Stationery, Postage, Printing & Advertising		133			42	
Broadband		243			198	
Subscriptions & Licences		774			835	
Bank Charges		-			-	
Cinema Costs		1,678			1,609	
Cinegi Costs		-			30	
DS Room Refurbishment (Labour)		6,642			-	
Miscellaneous Costs		-			35	
Consultancy Fees		670			150	
Decoration (External)		-			317	
		-			-	
		<u> </u>		<u> </u>		
			28,246			15,005
Net (deficit)/income			833			2,808
Cash and bank balances at 31 March 2019			20,796			17,988
Cash and bank balances at 31 March 2020			<u>21,629</u>			<u>20,796</u>

Note: not including CCLT transactions - see pages 7 & 8

COLERNE VILLAGE HALL ASSOCIATION
Community Land Trust - Statement of Financial Transactions
for the year ended 31st March 2020

		2020
	£	£
Income Receipts		
Grants		
Wiltshire Council	<u>937</u>	937
Expenses		
Web Page Fee	45	
Design & Printing	317	
Advertising	<u>53</u>	415
Balance within Current Bank Account		522

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2020

	2020		2019	
	£	£	£	£
Current assets				
Bank current account	7,035		7,783	
Community Land Trust Funds	<u>-522</u>	6,513	-	
Bank deposit account	15,100		13,000	
Cash in hand	16		13	
				20,796
Net current assets		<u>21,629</u>		<u>20,796</u>

Fixed assets

Land and buildings used by the charity: The Village Hall

Various fixtures, fittings and equipment.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.