

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

COLERNE VILLAGE HALL ASSOCIATION

Holding Trustees	Kathleen Hall Donald Thompson John Usher (Deceased February 2016)
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Charity Number 1072699

Independent Examiner
Ray Barker
6 Fosseway Close
Colerne
Chippenham
Wiltshire
SN14 8EE

COLERNE VILLAGE HALL ASSOCIATION

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TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2016

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2016.

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. In 2012 the Hall signed up with “The Giving Machine” so that online shoppers can nominate the Hall for a donation when purchasing from participating retailers.

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, being one of only a few halls in Wiltshire to achieve level 3. 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 Solar Panels generate an annual income for the Hall through the payback scheme. The Film Nights continued as a fundraiser for the Hall with the aid of sponsorship from Turbo-Jection and First Corporate Consultants Ltd.

A total of £51,000 was raised in grants to enable the improvement of the capability of the Film Screenings. In addition to the grants secured at April 2015 from the MOD Covenant Community Scheme (£20,000) and Corsham Area Board (£5,000) further grants were received from Awards For All (£10,000), Landfill Community Funds (£11,000) and The Foyle Foundation (£5,000). The hall closed from 26th July to 30th August inclusive for the acoustic and cinematic equipment to be installed as well as a hearing loop and microphones which have benefitted many users. In addition the existing ceiling was replaced to allow the hearing loop and new wiring to be fitted; the hall and foyer were also repainted. New more comfortable chairs were purchased, an electronic shutter installed at the kitchen hatch and blackout blinds at the main hall windows.

From September 2015 the film nights became Colerne Cinema with new volunteers training to operate the cinematic equipment. The Hall changed from a Partner to an Associate with Moviola which reduced the cost of screenings and extra screenings have been trialled at different times with varying degrees of success. The ticket price was also reduced and a family ticket introduced. The committee will continue with these changes in the forthcoming year to ascertain the best way forward for the Cinema.

The redecoration of the smaller rooms inside the hall was also completed and with the help of donations three new sets of curtains and rails were installed in the main hall.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

At the last AGM it was agreed to increase hiring charges again from 1st April 2016.

Colerne Cinema will continue as a main fundraiser for the hall; it is "voluntarily manned" by members of the committee with the aid of volunteers from the community on a rota basis.

The 200+Club continues to be a major fundraiser for the Hall.

Online booking systems especially ones that can link to the computerised entry system are still being investigated.

Grants are being sought to upgrade the pedestrian pathway in the Hall grounds to improve disabled access.

The five year electrical test will take place in May 2016.

With the death of John Usher one of the Holding Trustees the management committee are considering amending the Trust Deed in accordance with best practice so that the land owned by the Colerne Village Hall Charity is vested in the Official Custodian for Charities instead of Three Holding Trustees; this would need to be ratified at the Annual General Meeting in May 2016. The management committee wish to express its extreme gratitude to John who worked tirelessly for the hall over many years.

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.

Trustees (Management Committee)

The Trustees who served during the year were:

Kathleen Hall (Chairman)	Erica Laws (Vice-Chairman)
Anne Nicholas (Secretary)	Sheila Nicholas (Treasurer)
Ann Atkinson	Simon Garrett
James Bicknell	Capt. Tom Woodall
Deborah Middleton	Jacqui Bradburn
Daphne Reason	Natasha Szalay

Review of financial position

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

Grants for the Cinematic Project totalling £51,000 are detailed on page 5. Expenses for the Project are summarised on page 6 and the major purchases for the Cinematic Project are detailed on page 3; a total of £52,141 for the Project. The balance of £1,141 came from normal income.

Hiring charges increased for the first time since 2011 by 3.4% from 1st April 2015 however the income from bookings, as shown on page 5, is actually lower than the previous year due to income lost when the hall closed 26th July to 30th August.

The contract for the electric with British Gas was renewed for a further two years and the contract for the gas also renewed with Opus Energy Ltd for a further two years. A two year contract for Broadband was negotiated with Plusnet in November. The solar panels reduced the electric bill by approximately £334 for the year and the Feed In Tariff (F.I.T.) payments totalled £1801; as detailed on page 5.

Donations from "the Giving Machine" totalled £75 for the year; within the sundry donations total on page 5.

Other significant repairs were undertaken including replacing a heater and installing thermostats in the kitchen, a new hand wash heater in Committee Room 2 toilet, new WC in the Denys Sargent Room toilet and repairs to the kitchen flooring; within the Repairs and Maintenance total on page 6.

The Hall now has a joint Music Licence for PPL/PRS, £375 and a TV Licence, £194; within the Subscriptions and Licences total on page 6.

The refurbishment amount on page 6 relates to the remainder of the internal painting in the Denys Sargent Room and Committee Room 2; the total for the internal decoration being over the last two financial years £684.

A further £1,300 was paid off the loan, reducing the balance outstanding to £1,200.

Three new sets of curtains and rails were purchased for the Main Hall at a cost of £710; within the "expenses" Equipment/Furniture Purchases page 6. Donations of £556 were received towards the cost; within the Sundry Donations and Gift Aid Donations page 5.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The Film Nights and Cinema made a profit of £1,817 before sponsorship; with the £1,500 sponsorship money the profit was £3,317. Costs increased from September when the Hall became responsible for producing its own publicity and tickets instead of Moviola. These costs as well as the Moviola service charge and advertising were covered by the sponsorship; within the Film Night/Cinema Costs page 6.

The income exceeded the expenditure this financial year by £113; as shown on page 6.

There is a £3,000 contingency fund for major repairs and future projects; this amount is within the net current assets on the Balance Sheet (page 7) within the Bank deposit account.

Equipment purchased 2015/2016; within Expenses Equipment/Furniture Purchases page 6.

Replacement 6ft Table £84

Cash Register £63

Replacement vacuum Cleaner £104

3 Notice Boards for Main Hall & DS Room £171

3 Pairs of Curtains & Curtain Rails Main Hall £710

Large Store Cupboard £231

Spotlights for Kitchen Hatch £24

Cinematic Project

Equipment purchased 2015/16

within Cinema Project Equipment/Furniture & Fixtures/Fittings Purchases page 6.

Projector & Lens £10,192

Lighting Bar £540

7 Speakers £4,032

Sub Woofer £779

CD Player £695

2 Blu Ray Players £526

4 Amplifiers £2,088

Pre Amp £911

Hearing Loop Amp £718

Rechargeable Remote Control £240

2 Microphone Kits and Room Microphone £1924

Sound Desk £528

2 Dimmers £1623

144 Chairs £4925

Chair Trolley £90

3 Blackout Roller Blinds Main Hall £1185

Roller Shutter Kitchen Hatch £1357

K. Hall

Kathleen Hall

Chairman

Dated: *26 April 2016*

**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 2016, which are set out on pages 5 to 9.

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 of the Charities Act 2011 (the Charities Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Charities 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 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:

- (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 Charities Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities 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 Fosseway Close
Colerne
Chippenham
Wiltshire
SN14 8EE

Dated: 28th April 2016

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

		2016		2015
	£	£	£	£
Income receipts				
Grants and Donations				
Grants				
Sundry Donations	523		134	
Donations for Film Sponsorship for 2015/16	1,500		-	
Bequests & Legacies	-		-	
Gift Aid Donations	318		160	
Gift Aid Tax Repayment	40		64	
		2,381		358
Trading Activities				
Hiring Charges	9,409		9,962	
200 Club	2,430		2,330	
Film Night/Cinema Income	4,147		1,825	
Fund Raising Events	-		86	
Miscellaneous income	153		20	
		16,139		14,223
Investment income				
Bank interest	9		5	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	1,801		1,826	
		1,844		1,865
CINEMA PROJECT				
Grants				
Awards For All	10,000			
Corsham Area board	5,000			
Armed Forces Community Covenant Grant	20,000			
Landfill Communities Fund Grant	11,000			
The Foyle Foundation	5,000			
		51,000		
		71,364		16,446

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

	2016	2015
£	£	£
Expenses		
Gardening	432	389
Rates	645	676
Insurance	1,240	1,120
Light and Heat	984	1,431
Cleaning	3,721	4,143
Repairs and Maintenance	3,735	2,184
Equipment/Furniture Purchases	1,464	1,109
Miscellaneous Purchases	339	156
200 Club	1,172	1,183
Stationery, Printing and Advertising	42	53
Broadband	631	680
Subscriptions & Licences	721	338
Fund Raising Expenditure	-	5
Film Night/Cinema Costs	2,330	570
Refurbishment	316	724
Miscellaneous Costs	38	31
Repayment of Loan	1,300	1,200
	<hr/>	<hr/>
	19,110	
CINEMA PROJECT		
Equipment/Furniture Purchases	29,810	
Fixtures/Fittings	4,743	
Ceiling Replacement/Decoration	11,465	
Electrical Work	2,091	
Cinematic/Acoustic Labour	4,032	
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	52,141	
	<hr/>	
	71,251	15,992
Net (deficit)/income	113	454
Cash and bank balances at 31 March 2015	12,497	12,043
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Cash and bank balances at 31 March 2016	<u>12,610</u>	<u>12,497</u>

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2016

	2016		2015	
	£	£	£	£
Current assets				
Bank current account	6,579		4,465	
Bank deposit account	6,002		8,010	
Cash in hand	29		22	
		12,610		12,497
Net current assets		<u>12,610</u>		<u>12,497</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 2016

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities (2005)" as revised in May 2008, and The Charities Act 2011.