

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

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

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TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2021

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2021.

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; this year the Child and Vulnerable Adults Policy was replaced with the Safeguarding Policy.

The Hall has an expense policy within its Financial Management Policy.

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

With the continuation of the Coronavirus Pandemic the Hall was unable to open for much of the year and the Committee reviewed the situation each time the Hall was allowed to open taking the decision that for the health and safety of the public it was safer to remain closed especially during autumn and winter months when the windows and doors would need to remain open for venting and the Main Hall heaters would be unable to be used due to Covid-19 restrictions.

The Hall was made Covid-19 safe with a Risk Assessment undertaken and Special Hiring Conditions for Covid-19 also put in place. The regular hirers were often contacted by the Booking Secretary with information regarding the changes to the Hall and how it would affect them.

During the entire closure either the Secretary or Treasurer checked the Hall at least once a week.

As the Hall was not open there was no hiring income and although the Hall has business interruption insurance the Pandemic was not covered. The Committee is very grateful to Wiltshire Council for the various Covid-19 Government Grants given to the Hall during the year.

The Cinema was unable to take place mainly due to Social Distancing Regulations which made it non viable.

The AGM was cancelled due to the Pandemic and no Committee Meetings held; the Committee received monthly updates and emergency updates from the Secretary and voted by email.

A Zoom Licence was acquired in January so Committee Meetings could be held via Zoom; the first in February.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The 300 Club continues to be a major fundraiser for the Hall with shares still standing at 261; the Committee is very grateful for the Membership's continued support at this difficult time.

Unfortunately the application to the Big Lottery for a Grant for the Ground Source Pump Heating and Hot Water System project was unsuccessful.

During the Hall's closure the Electrical Supply was upgraded from Phase 1 to Phase 3 with a donation from The Mordaunt Foundation. The opportunity was also taken to replace all of the lighting in the Hall to LED. Also some Emergency Lights were replaced with remote controlled Emergency Lights in order to comply safely with Emergency Light Regulatory Checks; both funded by the Hall itself.

A few smaller repair and maintenance jobs have been completed throughout the year.

All work undertaken was carried out whilst observing social distancing and all other Covid-19 regulations.

A new Electric Range Cooker was donated to the Hall by the Luncheon Club; the Hall Committee is very grateful for this very generous donation.

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 still acting as "banker" for Colerne Community Land Trust as the Pandemic delayed the Trust from being able to open a bank account. It is hoped this situation will be resolved in the near future.

All of the windows at the Hall need replacing; the secretary applied for a grant from Corsham Area Board to partially fund the project with the Hall paying the remainder of the cost; this was approved and the payment received in March with the work taking place in the next financial year.

Also during the next financial year the 5 year electrical test is due and it is hoped work can take place to replace the flooring in the Chair Store and also re-decorate the room; all funded by the Hall itself. The Secretary will investigate under floor heating options for the Main Hall and apply for funding.

The Committee has taken the decision not to reopen the Hall until the social contact restrictions are lifted, hopefully in June. The regular user groups have been contacted and some have expressed no desire to return to the Hall until more restrictions are lifted, i.e. the wearing of face masks. Therefore, funds have been allocated towards probable loss of income in the coming year.

Trustees (Management Committee)

The Trustees who served during the year were:

Kay Hall (Chairman)	Anne Nicholas (Secretary)
Erica Laws (Vice-Chairman)	Chris Woods
Sheila Nicholas (Treasurer)	Ann Atkinson
Mark Solomon	Ruth Massey
Jacqui Bradburn	Kathleen Hall
Daphne Reason	Nicola Jobbins
Jackie Bicknell	Ann Matthews

Review of financial position

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

The contract for the gas has been renewed with Opus Energy Ltd from September 2020 for a further 3 years.

The contract for the electric has been renewed with British Gas from July 2020 for a further 3 years.

There was no hiring or cinema income as the Hall was closed all year due to the Coronavirus Pandemic.

Government Covid-19 Grants of £20,532 were received from Wiltshire Council which replaced the loss of hiring and cinema income; as shown on page 5 of the accounts under Grants-Covid-19. The cinema income shown on page 5 of the accounts is from the sale of the ice cream, juices & wine stock.

The closure of the Hall resulted in some saving of expenditure most notably the Contract Cleaning which was reduced from once a week to once a month; the difference in total to the previous year as seen on page 6 of the accounts.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

The Feed in Tariff (F.I.T.) for the year was £2,168; as detailed on page 5 of the accounts.
The Electrical Upgrade cost £6,156; as shown on page 6 of the accounts. £5,000 being paid by a donation, shown on page 5 of the accounts and £1,156 paid from Hall funds.
The LED Lighting cost £2,590 and the Emergency Lighting Alterations cost £472 and were both paid from Hall funds; detailed on page 6 of the accounts, within Repairs & Maintenance and Equipment/Furniture.
Covid-19 Expenditure (to make the Hall Covid-19 safe) was £1,153; detailed on page 6 of the accounts, within Repairs & Maintenance and Equipment/Furniture. This expenditure was paid from the Covid-19 Grants.
The Zoom Licence cost £144 for the year; within Subscriptions & Licences total on page 6 of the accounts.
Within the Hall's Current Bank Account are funds for Colerne Community Land Trust for £309. 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 £15,942, as shown on page 6 of the accounts. This profit includes £7,802 allocated toward probable loss of income should the regular user groups not wish to return to the Hall due to Covid-19 continuing restrictions. Also the grant received from Corsham Area Board for £3,500 and a further £3,500 allocated hall funds, a total of £7,000 for replacement windows; the grant is shown under grants on page 5 of the accounts. Therefore £14,802 of the profit is required for the 2021/2022 financial year leaving £1,140.
The Reserves for unforeseen major repairs stands at £13,000 and for major loss of income £3,000, a total of £16,000; 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 2020/2021; within Expenses Equipment/Furniture Purchases page 6.

2 x Fire Extinguishers £212
LED Lighting £1,240
Emergency Lighting Replacements £442
Remote Control for Emergency Lighting £30

Covid-19

Equipment purchased 2020/21; within Expenses Equipment/Furniture Purchases page 6

Blinds Main Door £523
Protection Roller Blind for Kitchen Hatch £172
4 x Hand Sanitiser Dispensers £75
Folding Chair £15
Key Box Chair Store £14
Lock & Bolt for Chair Store/Stage Door £11
Various signs for Covid-19 £63



Kay Hall
Chairman

Dated: 5 May 2021

**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 2021, 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: 09 May 2021

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
Income receipts				
Grants and Donations				
Grants - Covid 19	20,532		-	
Grants	3,500		9,500	
Sundry Donations	40		520	
Donations for Cinema Sponsorship	-		1,000	
Donation for Electric Upgrade	5,000			
Gift Aid Donations	170		180	
Gift Aid Tax Repayment	45		45	
		29,287		11,245
Trading Activities				
Hiring Charges	-		9,882	
300 Club	2,610		2,610	
Cinema Income	324		3,260	
Miscellaneous income	-		10	
		2,934	15,762	
Investment income				
Bank interest	9		32	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	2,168		2,006	
		2,211	2,072	
		34,432	29,079	

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

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

			2021		2020	
	£	£	£	£	£	£
Expenses						
Gardening		541			671	
Rates		438			792	
Insurance		1,200			1,159	
Light and Heat		872			1,069	
Cleaning		1,375			4,408	
Repairs&Maintenance: Routine	135			1,805		
Upgrades -				1,388		
Covid-19	280					
LED Lighting	1,350					
Servicing	<u>747</u>	2,512		<u>682</u>	3,875	
Equipment/Furniture: Routine	212			470		
DS Room -				4,084		
Covid-19	873					
LED Lighting	1,240					
Emergency Lights Upgrade	<u>472</u>	2,797			4,554	
Miscellaneous Purchases		47			164	
300 Club		1,309			1,414	
Stationery, Postage, Printing & Advertising		42			133	
Broadband		230			243	
Subscriptions & Licences		938			774	
Bank Charges		-			-	
Cinema Costs		-			1,678	
DS Room Refurbishment (Labour)		-			6,642	
Miscellaneous Costs		33				
Consultancy Fees		-			670	
Electric Upgrade (Phase 1 to Phase 3)		6,156				
				<u>18,490</u>	<u>28,246</u>	
Net (deficit)/income				15,942	833	
Cash and bank balances at 31 March 2020				21,629	20,796	
Cash and bank balances at 31 March 2021				<u>37,571</u>	<u>21,629</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 2021*

	2021		2020	
	£	£	£	£
Income Receipts				
Grants				
Wiltshire Council	-		<u>937</u>	
Bath B S	<u>250</u>			
		250		937
Expenses				
Web Page Fee	45		45	
Domain & Email Annual Fee	18			
Design & Printing	-		317	
Advertising	-		53	
Membership Fee (National CLT Network)	75			
Incorporation Fee (National CLT Network)	<u>325</u>		<u> </u>	
		463		415
Net (deficit)/Income		-213		522
Balance at 31 March 2020		522		
Balance within Current Bank Account		309		522

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

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.