

Charity Registration No. 1072699

**COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

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

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41 Southgate Street
Bath
BA1 1TN

COLERNE VILLAGE HALL ASSOCIATION

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TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2022

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2022.

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 decision was also taken this year to advertise every month in the Parish Magazine.

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 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 did not open until August 2021; a little later than allowed due to ongoing maintenance involving the Main Hall floor.

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 always contacted by the Booking Secretary with information regarding any Covid-19 regulation changes to the Hall and how it would affect them.

Again whilst the Hall was closed either the Secretary or Treasurer checked the Hall at least once a week.

As the Hall was only open for part of the year and not all groups returned straightaway and some not at all the hiring income reduced so once again the Committee is very grateful to Wiltshire Council for the two Covid-19 Government Grants given to the Hall during the year; the Covid-19 Start Up Grant & the Omicron Hospitality and Leisure Grant.

These Grants also enabled the Committee to reduce the hire charge to all of the regular Main Hall user groups for this current financial year by a third to help with their return to the Hall whilst still under Covid-19 regulations, often with less of their membership attending.

The Cinema, with sponsorship from Turbo-Jection, resumed in September but at a reduced audience capacity and with venting. It was decided to suspend the Loyalty Cards until the Cinema returned to normal audience capacity.

Committee Meetings resumed in the Main Hall, where social distancing was easier, except in January when it was felt more prudent due to the Omicron variant to hold a Zoom Meeting. The AGM was held in September.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

The Committee agreed to amend the Reserve Policy to endeavour to increase the reserves by £15,000 added to the total with regard to a Hall Closure not being covered by Business Interruption Insurance. This would take the required reserves total to £35,000.

The 300 Club continues to be a major fundraiser for the Hall with shares standing at 264; the Committee, again, is very grateful for the Membership's continued support at this time.

During the Hall's closure all of the Windows were replaced, as planned, paid with the Grant received from Corsham Area Board in the last financial year and Hall funds.

New flooring was laid in the Chair Store and Foyer and the Main Hall Floor was refurbished all paid with a donation from the Mordaunt Foundation. Unfortunately when the old flooring was being removed from the Chair Store it appeared the tiles might contain asbestos so work was delayed until a specialist firm checked the floor. Although no asbestos was found to be present the firm removed the old tiles and sealed the floor before the new flooring was laid. The extra expenditure was paid from Hall funds.

An asbestos survey was also undertaken for the entire hall with no actions required.

The Chair Store was redecorated and the replacing of the windows damaged paintwork throughout the Hall so some touching up was required; all paid from Hall funds.

The 5 year electrical test was undertaken with no remedial work necessary.

The key boxes were not functioning correctly so both mechanisms were replaced and wooden covers constructed to keep the boxes dry in wet conditions as it seems the actual steel key boxes are not damp proof.

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

Again all work undertaken was carried out whilst observing Covid-19 regulations.

The Bank has commenced charging for certain services from November; it was decided to bear these charges at present with a review in six months as to whether the charges will be passed to customers.

Three groups did not return to the Hall when it re-opened and two new groups were not successful in commencing at the Hall.

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 ceased acting as "banker" for Colerne Community Land Trust during April 2021 when the funds were transferred to the Parish Council.

It has been decided to "shelve" the investigation of under floor heating options for the Main Hall as funding is becoming more difficult to acquire. The Committee has also decided not to undertake any major projects in the coming year, other than any that may be necessary, or to increase hiring charges; the situation will be reviewed when circumstances are more stable.

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
Jacqui Bradburn	Anne Skerrettl
Ben Pike	Nicola Jobbins
Jackie Bicknell	Ann Matthews

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Review of financial position

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

With the Hall only open for part of the year, together with some groups not returning immediately and the discontinuation of other groups the Hall income drastically reduced so the two Covid-19 Grants from Wiltshire Council totalling £10,667 were very welcome; shown on page 5 of the accounts under Grants-Covid 19.

The Cinema returned in September at reduced capacity making a loss of £41 before sponsorship; with the £700 sponsorship received the profit was £659.

The closure of the Hall for part of the year resulted in some saving of expenditure most notably the Contract Cleaning which again was reduced from once a week to once a month until the hall re-opened.

The Feed in Tariff (F.I.T.) for the year was £2,005; as detailed on page 5 of the accounts.

The Replacement Windows cost £7,340; as shown on page 6 of the accounts. £3,500 being paid by a grant from Corsham Area Board which was received in the last financial year, the remainder £3,840 was paid from Hall funds.

The new flooring for the Chair Store and Foyer and the refurbishment of the Main Hall Floor cost £5,764; within the New Flooring total shown on page 6 of the accounts. £5,000 was paid by a donation shown on page 5 of the accounts and £764 from Hall funds. The removal of the old tiles and sealing of the Chair Store Floor regarding the asbestos check cost £1,668; also within the New Flooring total on page 6 of the accounts. This was paid from Hall funds.

The Internal Decoration of £648 was paid from Hall funds: shown on page 6 of the accounts.

The key box repairs cost £714, paid from Hall funds; detailed on page 6 of the accounts within the Repairs & Maintenance and Equipment/Furniture: Routine total.

The Asbestos Survey cost £354; shown under Consultancy Fees on page 6 of the accounts.

The 5 year Electrical Test cost £609; within the Servicing total under Repairs & Maintenance on page 6 of the accounts.

Colerne Community Land Trust funds were transferred to the Parish Council during April. A separate Income and Expense sheet is within these accounts; page 7. .

Although the expenditure exceeded the income this financial year by £3,498, this was due to the Replacement of the Windows for which a grant of £3,500 was received in the financial year 2021. Also the reduction in hire charge given to the regular Hall user groups cost £888. Taking into account these two figures the excess of income over expenditure for the current year would have been £890.

The Reserves for unforeseen major repairs stands at £15,000 and for major loss of income £3,000, a total of £18,000; 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 £35,000; £17,000 for unforeseen major repairs, £3,000 for major loss of income and £15,000 for a Hall closure not covered by Business Interruption insurance.

Equipment purchased 2021/2022; Expenses-Equipment/Furniture: Routine Purchases page 6.

Replacement Hand Held Microphone £297

Replacement Soap Dispenser £12

2 New Key Box Mechanisms £288

Kay Hall
Chairman

Dated: 

27th APRIL 2022

**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 2022, 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 Fosseway Close
Colerne
Chippenham
Wiltshire
SN14 8EE

Dated: 27th APRIL 2022

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
Income receipts				
Grants and Donations				
Grants - Covid 19	10,667		20,532	
Grants	-		3,500	
Sundry Donations	20		40	
Donations for Cinema Sponsorship	700		-	
Donation for Electric Upgrade			5,000	
Donation for New Flooring	5,000			
Gift Aid Donations	200		170	
Gift Aid Tax Repayment	42		45	
		16,629		29,287
Trading Activities				
Hiring Charges	3,343		-	
300 Club	2,640		2,610	
Cinema Income	1,034		324	
Miscellaneous income	-		-	
		7,017		2,934
Investment Income				
Bank interest	3		9	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	2,005		2,168	
		2,042		2,211
		<u>25,688</u>		<u>34,432</u>

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

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

			2022		2021	
	£	£	£	£	£	£
Expenses						
Gardening		343			541	
Rates		683			438	
Insurance		1,273			1,200	
Light and Heat		1,071			872	
Cleaning		3,269			1,375	
Repairs&Maintenance: Routine	1,438			135		
Covid-19	-			280		
LED Lighting	-			1,350		
Servicing	<u>1308</u>	2,746		<u>747</u>	2,512	
Equipment/Furniture: Routine	597			212		
Covid-19	-			873		
LED Lighting	-			1,240		
Emergency Lights Upgrade	-	597		<u>472</u>	2,797	
Miscellaneous Purchases		74			47	
300 Club		1,309			1,309	
Stationery, Postage, Printing & Advertising		168			42	
Broadband		250			230	
Subscriptions & Licences		537			938	
Bank Charges		17			-	
Cinema Costs		1,075			-	
Replacement Windows		7,340			-	
Internal Decoration		648			-	
New Flooring		7,432			-	
Miscellaneous Costs		-			33	
Consultancy Fees		354			-	
Electric Upgrade (Phase 1 to Phase 3)		-			6,156	
				<u>29,186</u>		<u>18,490</u>
Net (deficit)/income				3,498		15,942
Cash and bank balances at 31 March 2021				37,571		21,629
Cash and bank balances at 31 March 2022				<u>34,073</u>		<u>37,571</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 2022

	2022		2021	
	£	£	£	£
Income Receipts				
Grants				
Bath B S			<u>250</u>	250
Income				
Membership Fees	<u>14</u>	14		
Expenses				
Web Page Fee	-		45	
Domain & Email Annual Fee	-		18	
Membership Fee (National CLT Network)	75		75	
Incorporation Fee (National CLT Network)			<u>325</u>	
		75		463
Net (deficit)/Income		-61		-213
Balance at 27 April 2021		248		522
Funds Transferred to Colerne Parish Colerne		-248		
Balance within Current Bank Account		0		309

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2022

	2022			2021
	£	£	£	£
Current assets				
Bank current account	8,748		12,857	
Community Land Trust Funds	-		-309	12,548
Bank deposit account	25,300			25,000
Cash in hand	25			23
Net current assets		<u>34,073</u>		<u>37,571</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 2022

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.