

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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
Balance Sheet	7
Note to the accounts	8

TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2023

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2023.

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 unpaid 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 and also advertises 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 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 Government removing all Covid-19 restrictions from 1st April the Hall returned to normal operating with Covid-19 Recommendations incorporated within the Health and Safety Policy.

All regular groups also returned to normal usage with two new Fitness groups commencing in the Hall from September and a small Art Group commencing twice a month in the Denys Sargent Room also from September. Casual bookings in the Hall increased especially Children's Birthday Parties, with 31 taking place throughout the year; the Denys Sargent Room also had a small increase in casual hire.

The Cinema, with private sponsorship, resumed normal running from April with the re-introduction of Loyalty Cards. However, audience numbers remained low so a decision was taken to change to a different night from February 2023 and not screen every month. Loyalty cards would also cease from October 2023. The situation will be reviewed after October 2023 as to if or how the Cinema continues.

The 300 Club continues to be a major fundraiser for the Hall with shares standing at 253; the Committee, again, is very grateful for the Membership's continued support.

The 4 Smoke Detectors required their 4 year service with the batteries and detector heads being replaced.

Although the Committee decided not to undertake any major projects other than any that may be necessary there were unfortunately some that had to be undertaken.

The disabled toilet required upgrading, the drinking tap unit in the kitchen needed replacing, there was a water leak in the hall grounds that needed investigation and repair, the solar panel cables were vandalised needing repair and a large patch of paint and render detached from the side of the hall by the car park requiring it to be made good and repainted; all paid from hall funds.

To increase efficiency it was decided to fit a water heater in the kitchen; this was paid from hall funds.

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

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The bench at the front of the Village Hall was kindly replaced by the Parish Council.

It was discovered that someone had climbed on to the Denys Sargent Room flat roof causing damage outside and inside. A temporary repair to both was undertaken but the damage also showed the roof was at the end of its life so it will be removed and replaced during April 2023; a donation has already been received toward the cost and the Parish Council will also give a grant toward the cost.

During the year dog excrement was discovered around the grounds, as the Scouts use the grounds for their activities it was decided to ban dogs, except for assistance dogs, from the grounds and notices were put around the railings.

The Water Rates were renewed through Everflow Ltd for a further 3 years until 21 July 2025.

The increase in energy costs has not affected the hall this financial year as prices were fixed for electric until 30th June 2023 and gas until 15th September 2023. Due to the situation with the energy costs it was decided to take out new contracts in advance so the electric was renewed with British Gas until 30th June 2024 and a new contract for the gas with SmartestEnergy until 15th September 2025; the increase in these energy costs will be at least £3,000 per annum. It was decided that adding to the reserves would cease temporarily and instead the F.I.T payment would be used towards the increased energy costs providing two thirds of the minimum amount required. The additional third would require an increase in charges from 1st September 2023.

The Scout Lease was due to be renewed in January 2023 however due to increasing costs it was decided to leave the existing lease to "roll over" and revisit the lease when costs are not so high; all terms and conditions in the lease are still valid.

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:

Kay Hall (Chairman) resigned 22 Sep 2022

Erica Laws (Vice-Chairman to 22 Sep 2022 Chairman from 23 Sep 2022)

Anne Nicholas (Secretary) Jackie Bicknell (Safeguarding Officer)

Sheila Nicholas (Treasurer) Ann Atkinson

Jacqui Bradburn Anne Skerrett

Ben Pike Nicola Jobbins

Ann Matthews Chris Woods

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Review of financial position

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

With the Hall returning to normal operation from 1st April and hirings steadily increasing throughout the year the Main Hall hire income amounted to £9,027 with the Denys Sargent Room hire income £602 a total of £9,629 as detailed on page 5 of the accounts.

The Cinema returned in April to normal capacity but numbers remained low, however a profit of £1,502 was made with sponsorship; without the £1,000 sponsorship received the profit would have been £502.

The Feed in Tariff (F.I.T.) for the year was £2,292; as detailed on page 5 of the accounts.

The Disabled Toilet upgrade cost £804, The Kitchen Water Heater £1,050, 4 Smoke Detector Heads £200, and the temporary repair to the Denys Sargent Room Roof £150, all paid from Hall funds; as detailed on page 6 of the accounts within the Repairs & Maintenance and Equipment/Furniture.

Routine Maintenance was higher than normal due to a leaking water supply pipe with the cost of find and repair £780 and the need to repair and repaint part of an outside wall at a cost of £475; included within the Repairs & Maintenance Routine total on page 6 of the accounts.

The expenditure exceeded the income this financial year by £212; however a £500 donation has been received toward the cost of the Denys Sargent Replacement Roof taking place in the 2023/2024 financial year; as detailed on page 5 of the accounts, so the actual deficit for the 2022/2023 financial year is £712.

The Reserves for unforeseen major repairs stands at £17,000 and for major loss of income £3,000, a total of £20,000; this amount is within the net current assets on the Balance Sheet (page 8) within the Bank deposit account

Equipment purchased

2022/2023; Expenses-Equipment/Furniture page 6.

- 2 Tread Stepladder (Denys Sargent Room) £31
- Replacement Water Fire Extinguisher (Denys Sargent Room) £140
- Replacement Fire Blanket (Stage) £33
- Flipchart, Pad & Accessories £76
- 3 Dog Signs £31
- Toilet, Cistern, Grab Rails & Sink (Disabled Toilet) £400
- Water Heater & Lime Scale Reducer (Kitchen) £160
- Under-sink Drinking Water Tap Kit & Connector £24
- Replacement Motorised Projection Screen £280
- Replacement HDMI Cable £19
- Replacement Shelf for Fridge Door £23
- 4 Smoke Detector Heads £200

Erica Laws
Chairman



Dated: 13.4.23

**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 2023, 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: 16th April 2023

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
Income receipts				
Grants and Donations				
Grants - Covid 19	-		10,667	
Donation for New Flooring	-		5,000	
Donations for Cinema Sponsorship	-		700	
Donation for DS Room Roof Replacement	500			
Sundry Donations	<u>75</u>	575	<u>20</u>	16,387
Gift Aid Donation for Cinema Sponsorship	1,000			
Gift Aid Donations	400		200	
Gift Aid Tax Repayment	<u>50</u>	1,450	<u>42</u>	242
		2,025		16,629
Trading Activities				
Hiring Charges	9,629		3,343	
300 Club	2,540		2,640	
Cinema Income	1,892		1,034	
Miscellaneous income	50		-	
		<u>14,111</u>	<u>7,017</u>	
Investment income				
Bank interest	97		3	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	<u>2,292</u>		<u>2,005</u>	
		2,423		2,042
		<u>18,559</u>	<u>25,688</u>	

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

			2023		2022	
	£	£	£	£	£	£
Expenses						
Gardening		742			343	
Water Rates		720			683	
Insurance		1,290			1,273	
Light and Heat		1,369			1,071	
Cleaning		4,498			3,269	
Repairs&Maintenance: Routine		2,343			1,438	
Disabled Toilet Upgrade -		404				
Water Heater - Kitchen -		890				
DS Room Roof Temp Repair		150				
Servicing		1,011	4798		1,308	2746
Equipment/Furniture: Routine		624			597	
Disabled Toilet Upgrade -		400				
Water Heater - Kitchen -		160				
4 Smoke Detector Heads -		200	1384			
Miscellaneous Purchases		170			74	
300 Club		1,329			1,309	
Stationery, Postage, Printing & Advertising		160			168	
Broadband		285			250	
Subscriptions & Licences		563			537	
Bank Charges		73			17	
Cinema Costs		1,390			1,075	
Replacement Windows		-			7,340	
Internal Decoration		-			648	
New Flooring		-			7,432	
Miscellaneous Costs		-				
Consultancy Fees		-			354	
			18,771			29,186
Net (deficit)/income		-	212		-	3,498
Cash and bank balances at 31 March 2022			34,073			37,571
Cash and bank balances at 31 March 2023			<u>33,861</u>			<u>34,073</u>

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2023

	2023			2022
	£	£	£	£
Current assets				
Bank current account	7,733			8,748
Bank deposit account	26,100			25,300
Cash in hand	28			25
Net current assets		<u>33,861</u>		<u>34,073</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 2023

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.