

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

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 45 Milsom Street Bath BA1 1DU

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 2017

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2017.

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 and in 2012 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 and retained all three levels in 2016, 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; this year saw the completion of the repayment of the loan taken to repay the grant toward the installation of the Solar Panels from Corsham Area Board; the grant was repaid to ensure the hall would continue to receive the income from the payback scheme.

The Cinema and the sponsorship from Turbo-Jection and First Corporate Consultants Ltd continued as a major fundraiser for the hall. Although the financial returns have been very successful over the last 2 years, the Committee continue to seek the optimum number of screenings to maximise attendances. During the year there was 1 film showing for the months of May, June, July and December with an average attendance of 41. Other months had 2 film showings per month with an average attendance of 34. There was one exception; that of an attendance of 126 at the first screening in April 2016. The military camp has introduced their own Cinema with free admission, but the camp liaison committee member is of the opinion that this would not have affected the Hall Cinema attendances. A wide variety of films were shown in an attempt to broaden the appeal. The Committee have decided the following to be applicable from April 2017; there will be 1 screening per month, a loyalty card will be introduced for single entry admission, the family ticket will be retained and ticket prices will not be increased. The Cinema is still ‘manned’ by volunteers from the management committee and the community on a rota basis.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017**

During the year the five year electrical test was carried out which resulted in a small amount of remedial work being required.

It was agreed at the last AGM (May 2016) not to increase hiring charges in April 2017.

The 200+Club continues to be a major fundraiser for the Hall with shares increasing to 247.

A booking system has been purchased which will, in the coming year, link to the Hall's website to show both availability and "What's On" at the Hall. It is hoped that at some future stage this booking system will also link with the key access system to reduce the work of the Booking Secretary.

Grants have been received from Awards for All and Corsham Area board to upgrade the pedestrian pathway in the Hall grounds to improve disabled access; a project named Access for All. This work is due to take place in April 2017.

Grants have been received from Corsham Area Board and Colerne Parish Council toward Stage Improvements which includes new fireproof stage curtains; the majority of this work took place in February 2017 and is due to be completed in April. In addition Colerne Amateur Operatic Society, after agreement with the Village Hall Management Committee, paid for certain stage improvements themselves in September 2016.

It was decided that with the death of one of the Holding Trustees the management committee would amend the Trust Deed in accordance with best practice so that the land owned by the Colerne Village Hall Charity would be vested in the Official Custodian for Charities instead of Three Holding Trustees; this was ratified at the Annual General Meeting in May 2016. Before this could be achieved it was necessary to register the land with the Land Registry; this was completed in February 2017. The land was then Vested with the Official Custodian for Charities and the Trust Deed is being amended accordingly.

It is planned to have the exterior of the hall repainted in the coming year and also to purchase 20 new tables. The Hall is only given "free of charge" for a special village event. This occurred in June 2016 for the Queen's 90th Birthday Celebrations. On the Saturday the local military used the Hall for a "Big Brew" whilst showing Trooping the Colour and on the Sunday a group of villagers organised "Picnic with the Palace" whilst showing events in the Mall; this event was a community celebration free to all local residents and was a great success.

Grants were received for the Queen's Birthday celebrations and also for another community celebration "Festival on the Hill" which took place in the village at a later date. The Village Hall Association acted as "banker" for these transactions and ensured a balance of income from the grants and outgoing expenditure. Whilst the Hall has contingency funds there is no reserve policy; this will be addressed in the coming year. 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	Kay Hall
Jackie Bicknell	

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017**

Review of financial position

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

Grants for the Stage Improvements (£3912) and Access for All (£6,290) totalling £10,202 are detailed on page 5. The hall's contributions to these projects: Stage Improvements £1,110 and Access for All £478. As payments for the projects will not be made until the next Financial Year this year's accounts are enhanced by these amounts; within the net current assets on the Balance Sheet (page 7). The grants for the community events are detailed on page 5 and the expenses are on page 6; both totals are £1,283.

Hiring charges increased by 3.5% from 1st April 2016 however the income from bookings, as shown on page 5, actually increased by approximately 20%. This is a result of two new groups commencing and an increase in casual hiring, especially children's parties.

The contract for the gas has been renewed with Opus Energy Ltd from September 2017 for a further three years. The contracts with British Gas for the electric and Plusnet for Broadband are also due for renewal in 2017. The solar panels reduced the electric bill by approximately £314 for the year and the Feed In Tariff (F.I.T.) payments totalled £1772; as detailed on page 5. The final £1200 of the loan was paid as detailed on page 6. Donations from "the Giving Machine" totalled £32 for the year; within the sundry donations total on page 5 and a further £50 donation was received towards the new curtains and rails purchased in the last financial year; also within the sundry donations on page 5.

The 5 year electrical test cost £653 and the remedial work £162. The outside lights were all fitted with LED lights at a cost of £497; all of these amounts are within the repairs and maintenance total on page 6.

The Cinema made a profit of £1,822 before sponsorship; with the £1,500 sponsorship money the profit was £3,322. 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.

Although the income exceeded the expenditure this financial year by £14,525, as shown on page 6, within this figure are the funds for the Stage Improvements £5,022 and Access For All £6,768; taking into account these two figures the income would have exceeded expenditure by £2,735

There contingency fund for major repairs and future projects was increased to £4,000; this amount is within the net current assets on the Balance Sheet (page 7) within the Bank deposit account.

Equipment purchased 2016/2017; within Expenses Equipment/Furniture Purchases page 6.

Replacement Fire Assembly Pole £129

Replacement Metal Sack Holder £50

Mirror for Disabled Toilet £26

Computer Software purchased 2016/17; within Expenses Computer Software page 6.

Booking Software £150

K Hall

Kathleen Hall

Chairman

Dated: *25 April 2017*.....

**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 2017, 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(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 2017 -

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

	£	2017 £	£	2016 £
Income receipts				
Grants and Donations				
Grants	10,202			
Sundry Donations	112		523	
Donations for Cinema Sponsorship	1,500		1,500	
Bequests & Legacies	-		-	
Gift Aid Donations	165		318	
Gift Aid Tax Repayment	80		40	
		12,059		2,381
Trading Activities				
Hiring Charges	11,422		9,409	
200+ Club	2,470		2,430	
Cinema Income	4,150		4,147	
Fund Raising Events	-		-	
Miscellaneous income	54		153	
		18,096		16,139
Investment income				
Bank interest	4		9	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	1,772		1,801	
		1,810		1,844
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
		31,965		71,364
SPECIAL COMMUNITY EVENTS				
Grants				
Colerne Parish Council (Picnic with the Palace)	140			
Corsham Area Board (Picnic with the Palace)	350			
Wiltshire Council (Festival on the Hill)	793			
		1,283		
		33,248		

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

	2017	2016
	£	£
Expenses		
Gardening	444	432
Rates	649	645
Insurance	1,234	1,240
Light and Heat	1,068	984
Cleaning	4,781	3,721
Repairs and Maintenance	2,745	3,735
Equipment/Furniture Purchases	220	1,464
Miscellaneous Purchases	269	339
Computer Software	150	
200+ Club	1,210	1,172
Stationery, Postage, Printing and Advertising	48	42
Broadband	273	631
Subscriptions & Licences	787	721
Bank Charges	4	-
Cinema Costs	2,328	2,330
Refurbishment	-	316
Miscellaneous Costs	30	38
Repayment of Loan	1,200	1,300
	<u>17,440</u>	<u>19,110</u>
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
		<u>52,141</u>
	<u>17,440</u>	71,251
SPECIAL COMMUNITY EVENTS		
Picnic with the Palace	490	
Festival on the Hill	793	
	1283	
	<u>18,723</u>	
Net (deficit)/income	14,525	113
Cash and bank balances at 31 March 2016	12,610	12,497
Cash and bank balances at 31 March 2017	<u><u>27,135</u></u>	<u><u>12,610</u></u>

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2017

	2017		2016	
	£	£	£	£
Current assets				
Bank current account	5,109		6,579	
Bank deposit account	22,000		6,002	
Cash in hand	26		29	
		27,135		12,610
		<hr/>		<hr/>
Net current assets		<u>27,135</u>		<u>12,610</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 2017

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 2011 Act.