

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

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 2019

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2019.

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

The Cinema with the sponsorship from Turbo-Jection continued as a major fundraiser for the hall with one screening per month, the continuation of the loyalty card for single entry admission, the family ticket retained and ticket prices remained unchanged. The film audience remains stable with the loyalty card still proving very popular. The Play screened in April was well received. This was screened in association with Cinegi Arts & Film who were undertaking an action research project from January 2017 to May 2018 to supply the recordings of Plays (including Shakespeare), Ballet and Opera together with the licence. This service was suspended from June 2018 whilst the research was collated and the findings published. The Committee hope this service will resume at some stage in the future enabling the screening of a different genre per quarter on a Friday evening. Both the Cinema and Cinegi screenings are ‘manned’ by volunteers from the management committee and the community on a rota basis.

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

During the year two Fire Door surveys took place with the confirmation that the Hall meets the required standard of the Fire Safety Order 2005.

It was not necessary to increase hiring charges in April 2018 but it was agreed, at the AGM in May 2018, to increase the charges from April 2019; the last increase being in April 2016.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

The 200+Club continues to be a major fundraiser for the Hall with shares, yet again, increasing to 262. It is planned to re-launch the Club in October 2019 as the 300 Club.

The cloud based booking version has been placed on hold until it has been improved.

The railings around the hall were repainted by the Probation Service at minimal cost.

The new General Data Protection Regulations came into force 25th May 2018 and the Village Hall Secretary who had been appointed as the Hall's Data Protection Officer reviewed how all data was held and amended the policies and procedures where necessary. A Data Protection Policy was also created for the Village Hall.

Investigations are underway to ascertain the feasibility of installing a Ground Source Pump Heating System.

Funding to carry out a survey to identify the most suitable type of Ground Source Piping for installation in the grounds of the Hall was applied for in March 2019 and received in April 2019. If the survey investigation confirms a viable project then funding will be sought for implementation.

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	Mark Solomon
Jacqui Bradburn	Kay Hall
Daphne Reason	
Jackie Bicknell	

Review of financial position

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

There was no increase in Hiring Charge this financial year and the income from bookings, as shown on page 5 of the accounts, decreased considerably due to varying factors; two regular groups ceased, one decreased their bookings and another received a discount for part of the year to help them through a downturn. A new Fitness Class commenced during the year and a small Craft Group commenced in the Denys Sargent Room.

The solar panels reduced the electric bill by approximately £535 for the year and the Feed in Tariff (F.I.T.) payments totalled £1944; as detailed on page 5 of the accounts.

Donations from "the Giving Machine" totalled £23 for the year; the sundry donations total on page 5 of the accounts.

The Fire Door Survey cost £150, shown as the Consultancy Fee total on page 6 of the accounts.

The Cinema made a profit of £1,120 before sponsorship; with the £1,000 sponsorship money the profit was £2,120. 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 of the accounts.

Only one Cinegi Screening took place this financial year with sponsorship having been received in the previous financial year, making a profit of £206.

Although the hiring income decreased the income exceeded the expenditure this financial year by £2,808, as shown on page 6 of the accounts.

The Reserves for unforeseen major repairs stands at £7,200 and for major loss of income £3,000, a total of £10,200; this amount is within the net current assets on the Balance Sheet (page 7) 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.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Equipment purchased 2018/2019; within Expenses Equipment/Furniture Purchases page 6.

Replacement Vacuum Cleaner £146

Replacement Laptop Carry Case £25

Replacement Fire Extinguishers x 4 & 1 Fire blanket £405

Replacement China £40



Kathleen Hall
Chairman

Dated: 30 April 2019

**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 2019, 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: 2nd May 2019

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	2019		2018	
	£	£	£	£
Income receipts				
Grants and Donations				
Grants	-		1,000	
Sundry Donations	23		15	
Donations for Cinema/Cinegi Sponsorship	1,000		1,268	
Gift Aid Donations	180		222	
Gift Aid Tax Repayment	56		41	
		1,259		2,546
Trading Activities				
Hiring Charges	8,964		11,418	
200+ Club	2,620		2,530	
Cinema Income	2,729		2,583	
Cinegi Income	236		229	
Miscellaneous income	10		10	
		14,559		16,770
Investment income				
Bank interest	17		5	
Rent received	34		34	
F.I.T. Payment (Solar Panels)	1,944		1,801	
		1,995		1,840
		17,813		21,156

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

			2019		2018	
	£	£	£	£	£	£
Expenses						
Gardening		266			267	
Rates		695			671	
Insurance		1,177			1,140	
Light and Heat		1,099			977	
Cleaning		4,922			3,817	
Repairs&Maintenance: Routine		673		1,780		
Servicing		792		833		
Roof Survey		—	1,465	<u>528</u>	3,141	
Equipment/Furniture: Routine		616		1,179		
New Tables				2,135		
Stage Improvements		—	616	<u>4,614</u>	7,928	
Miscellaneous Purchases		199			250	
Computer Software		88			-	
200+ Club		1,262			1,307	
Stationery, Postage, Printing & Advertising		42			84	
Broadband		198			287	
Subscriptions & Licences		835			778	
Bank Charges		-			-	
Cinema Costs		1,609			1,492	
Cinegi Costs		30			302	
Stage Improvements(Labour)		-			456	
Miscellaneous Costs		35			172	
Consultancy Fees		150			-	
Decoration (External)		317			226	
Access For All (Project)		-			7,008	
		—	15,005	—	30,303	
Net (deficit)/income			2,808		- 9,147	
Cash and bank balances at 31 March 2018			17,988		27,135	
Cash and bank balances at 31 March 2019			<u>20,796</u>		<u>17,988</u>	

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2019

	2019		2018	
	£	£	£	£
Current assets:				
Bank current account	7,783		5,957	
Bank deposit account	13,000		12,005	
Cash in hand	13		26	
		20,796		17,988
		<u>20,796</u>		<u>17,988</u>
Net current assets				

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 2019

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.