

Charity Registration No. 1072699

COLERNE VILLAGE HALL ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

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

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TRUSTEES' REPORT

FOR THE YEAR ENDING 31 MARCH 2018

The Trustees present their **REPORT** and financial statements for the year ended 31 March 2018.

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 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. As decided by the Committee applicable from April 2017 there was one screening per month, a loyalty card was introduced for single entry admission, the family ticket retained and ticket prices remained unchanged. The film audience slightly increased, with the loyalty card proving very popular.

A new type of screening was introduced in December 2017; recorded live performances from theatres. This was undertaken in association with Cinegi who supply the recordings of Plays (including Shakespeare), Ballet and Opera together with the licence. The December screening was a Ballet, sponsored by a local firm, Thickwood Logs, and was well received. It is intended to try a different genre per quarter on a Friday evening and if successful to continue to do so each year.

Both the Cinema and Cinegi screenings are 'manned' by volunteers from the management committee and the community on a rota basis.

The motorised projection screen failed during the year so a new screen was purchased.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

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

During the year a Building and Roof survey took place; no major issues were found. This survey will be undertaken every five years for insurance purposes.

It was agreed at the last AGM (May 2017) not to increase hiring charges in April 2018 unless inflation reached 5% or a main user group discontinued their hiring of the hall; as neither has occurred charges will remain unchanged in the forthcoming year.

The Committee agreed that with effect from 1st April 2018 any fund raising event taking place in the hall would receive a 10% discount.

The 200+Club continues to be a major fundraiser for the Hall with shares, yet again, increasing to 252.

The new booking system is in operation but was not linked to the Hall's website as an improved cloud based version should be available in the coming year.

The work was completed on the pedestrian pathway in the Hall grounds to improve disabled access; a project named Access for All. The Stage Improvements were also completed.

The exterior of the hall was repainted by the Probation Service at minimal cost. Twenty new square tables were purchased with the contribution of a £1000 grant from Corsham Area Board.

A Reserve Policy has been established to ensure the continued operation of the Hall by having designated reserves for unforeseen major repairs and major loss of income.

During the year the computer controlling the key system failed and was unable to be repaired so a new computer was purchased.

It is planned to have the railings around the hall repainted in the coming year.

With the new General Data Protection Regulations coming into force 25th May 2018 the Village Hall Secretary has been appointed as the Hall's Data Protection Officer and is reviewing how all data is held and if any procedures require amendment. A Data Protection Policy will also be created for the Village 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.

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	Captain Sophie Morris
Daphne Reason	Kay Hall
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, mainly remained unchanged.

The contract for the gas has been renewed with Opus Energy Ltd from September 2017 for a further three years.

The contract for the electric with British Gas has been renewed for a further three years until July 2020 and the contract for Broadband with Plusnet renewed from November 2017 for two years until 2019.

The solar panels reduced the electric bill by approximately £417 for the year and the Feed In Tariff (F.I.T.) payments totalled £1801; as detailed on page 5 of the accounts.

Donations from "the Giving Machine" totalled £15 for the year; the sundry donations total on page 5 of the accounts.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The 20 new tables cost £2,135, within the Equipment/Furniture Purchases on page 6 of the accounts; the Corsham Area Board Grant towards the purchase was £1000, the Hall paying £1,135.

The Roof Survey cost £528; within the Repairs and Maintenance total on page 6 of the accounts.

The Stage Improvements cost £5070 (2017/18); within the Equipment/Furniture Purchases and the Stage Improvements (Labour) on page 6 of the accounts. A £3912 grant was received in the previous financial year (2016/17) the overall cost to the Hall was a total of £1,158.

Access For All cost £7008 (2017/18); the total under that heading on page 6 of the accounts. A £6290 Grant was received in the previous financial year (2016/17) the overall cost to the Hall was a total of £718.

The Cinema made a profit of £1,091 before sponsorship; with the £1,000 sponsorship money the profit was £2,091. 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 of £268 received for two screenings from three sources; two individuals and a local business, the sponsorship paid for fees and publicity. The second sponsored screening will take place in the next financial year in April.

Although the expenditure exceeded the income this financial year by £9,147, as shown on page 6 of the accounts, this was due to two projects being completed for which grants were received and funds were put aside in the last financial year; the Stage Improvements £5,070 and Access For All £7,008; taking into account these two figures the income would have exceeded expenditure by £2,931.

The Reserves for unforeseen major repairs stands at £5,000 and for major loss of income £3,000, a total of £8,000; 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.

Equipment purchased 2017/2018; within Expenses Equipment/Furniture Purchases page 6.

Replacement Motorised Projector Screen £400

Replacement Computer £350

Replacement Fire Extinguisher £93

20 New Square Tables £2,135

Feedback Suppressor £120

Computer Cage £143

Stage Improvements

Purchases 2017/18; within Expenses Equipment/Furniture Purchases page 6.

Microphone Headset £48

2 Rear Drapes £624

Rail £900

Velour Stage Curtains £1,386

Strut £600

Curtain Tracks £324

Carriages £264

Curtain Pelmet £468

K Hall

Kathleen Hall

Chairman

Dated: *24 April 2018*

**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 2018, 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: 24th April 2018

COLERNE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018

	2018	2017
	£	£
Income receipts		
Grants and Donations		
Grants	1,000	10,202
Sundry Donations	15	112
Donations for Cinema Sponsorship	1,000	1,500
Donations for Cinegi Sponsorship	268	-
Gift Aid Donations	222	165
Gift Aid Tax Repayment	41	80
	2,546	12,059
Trading Activities		
Hiring Charges	11,418	11,422
200+ Club	2,530	2,470
Cinema Income	2,583	4,150
Cinegi Income	229	-
Miscellaneous income	10	54
	16,770	18,096
Investment income		
Bank interest	5	4
Rent received	34	34
F.I.T. Payment (Solar Panels)	1,801	1,772
	1,840	1,810
	21,156	31,965

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
	<u>1283</u>

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

	2018		2017	
	£	£	£	£
Expenses				
Gardening		267		444
Rates		671		649
Insurance		1,140		1,234
Light and Heat		977		1,068
Cleaning		3,817		4,781
Repairs&Maintenance: Routine	1,780		1,089	
Servicing	833		1,656	
Roof Survey	<u>528</u>	3,141		2,745
Equipment/Furniture: Routine	1,179			220
New Tables	2,135			
Stage Improvements	<u>4,614</u>	7,928		
Miscellaneous Purchases		250		269
Computer Software		-		150
200+ Club		1,307		1,210
Stationery, Postage, Printing & Advertising		84		48
Broadband		287		273
Subscriptions & Licences		778		787
Bank Charges		-		4
Cinema Costs		1,492		2,328
Cinegi Costs		302		-
Stage Improvements(Labour)		456		-
Miscellaneous Costs		172		30
Repayment of Loan		-		1,200
Decoration (External)		226		
Access For All (Project)		7,008		
		<u>30,303</u>		<u>17,440</u>
SPECIAL COMMUNITY EVENTS				
Picnic with the Palace				490
Festival on the Hill				<u>793</u>
				<u>1283</u>
Net (deficit)/income		- 9,147		14,525
Cash and bank balances at 31 March 2017		27,135		12,610
Cash and bank balances at 31 March 2018		<u>17,988</u>		<u>27,135</u>

COLERNE VILLAGE HALL ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2018

	2018		2017	
	£	£	£	£
Current assets				
Bank current account	5,957		5,109	
Bank deposit account	12,005		22,000	
Cash in hand	26		26	
		17,988		27,135
Net current assets		<u>17,988</u>		<u>27,135</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 2018

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.