

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2019		31	12	2019

## Section A

## Reference and administration details

Charity name

Ripley Village Hall

Other names charity is known by

Registered charity number (if any) 1162816

Charity's principal address

High Street

Ripley

Woking

Postcode

GU23 6AF

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gillian Haig-Brown	Chair		Local Optical Committee
2	Suzannah Powell-Cullingford	Secretary		Parish Council
3	Derek Austin			
4	Noelene Adams			Shed Youth Group
5	Julie Brown			
6	Christopher Holyoak			
7	John Slatford			History Society
8	Vernon Wood			Bonfire Committee
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Up to 13 appointed, up to 3 elected, up to 2 co-opted

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Ripley and the neighbourhood thereof, including the area known as Sendmarsh (hereinafter called "the area of benefit"), without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of

social welfare and with the object of improving the conditions of life of the said inhabitants

Early in 2019 planning permission for a new hall was granted by Guildford Borough Council.

The architect and quantity surveyor have been working to produce working documents to be ready for tendering once full funding has been sourced.

Continued discussion with GBC to secure some funding has been ongoing with good potential progress, and our grant from Ripley Parish Council, with whom we work closely on the project, remains active.

Fundraising efforts continue and there is continued and strong support from the community to support the rebuilding of the hall.

The hall continues to be well used by local groups, Surrey wide groups and local events. Our web site remains a good source of information for hirers.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The CIO continues to manage Ripley Village Hall in order to provide a safe facility in line with its charitable objectives.

An annual full review of our Policies and Procedures has again taken place in order to maintain their relevance. Particular care was taken with the distribution and communication of Health and Safety information of the new restrictions that recent evidence of some asbestos in the hall has revealed.

Close working relationships continue with Ripley Parish Council and community groups.

Our Trustee Group remains robust and consistent and will provide good expertise for the management of the rebuilding project.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

During 2019 Ripley Village Hall continued to be viable and well utilised.

The CIO has maintained an appropriate level of available funds to meet a minimum of two months normal immediate commitments, including payroll and supplier payments plus a working cash reserve to minimise the impact of any short term financial risks, including delays between spending and receipt of funds and to provide a cushion to deal with the financial aspects of unexpected emergencies, such as urgent maintenance.

This minimum level of funds is kept separate from any deposits received/returned for use of the hall.

In line with last year's policy all excess funds accrued have been transferred to the rebuilding fund.

### Details of any funds materially in deficit

None of the CIO's funds are in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- The CIO's main source of funding is from the hire of the hall.
- The redevelopment income from grants and fundraising is held and accounted for in a separate account
- Expenditure continues to support the CIO's main objective of providing a usable and clean hall

## Section F

## Other optional information

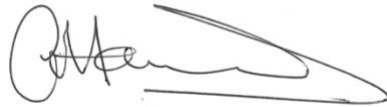
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**



**Full name(s)**

Gillian Eileen Haig-Brown

**Position (eg Secretary, Chair,  
etc)**

Chair

**Date**

6.4.2020

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**Ripley Village Hall  
Receipts and Payments Account  
for the year ended 31 December 2019**

	Unrestricted	Restricted	Total	2018
<b>Bank Balances as at 1st January 2019</b>				
Cash in Hand	25.00	-	25.00	25.00
Current account	29,031.68	-	29,031.68	25,619.34
RDV Current	329.10	-	329.10	
Hirers Deposits Account		0.22	0.22	2,126.97
Development Account	15,600.12		15,600.12	4,017.48
Deposit Account	-	2,607.58	2,607.58	-
	<u>44,985.90</u>	<u>2,607.80</u>	<u>47,593.70</u>	<u>31,788.79</u>

<b>Receipts</b>				
Fundraising	8,690.57	-	8,690.57	23,119.36
Hall rental	30,633.38		30,633.38	32,213.63
Parking - Toby Cottage	4,433.50	-	4,433.50	3,189.50
Deposits received	-	5,714.00	5,714.00	5,385.00
Grants received	18,550.00		18,550.00	
Interest income	28.95		28.95	10.47
<b>Total</b>	<u>62,336.40</u>	<u>5,714.00</u>	<u>68,050.40</u>	<u>63,917.96</u>

<b>Payments</b>				
Deposits repaid		4,925.00	4,925.00	4,075.00
Special one off running costs	-	-	-	-
Operating/Development costs	7,441.20		7,441.20	12,301.49
Fundraising costs	3,524.53		3,524.53	3,487.53
Legal, professional & consulting fees	30,136.50		30,136.50	9,617.96
Hall Management and Caretaker	11,901.13	-	11,901.13	10,267.94
Repairs and Maintenance	2,044.43	-	2,044.43	2,005.77
Rates, water, light, heat & telephone	6,038.41	-	6,038.41	6,262.36
Insurance	1,700.89	-	1,700.89	-
Other costs	185.00		185.00	95.00

	<u>62,972.09</u>	<u>4,925.00</u>	<u>67,897.09</u>	<u>48,113.05</u>
Transfers between funds	224.00	(224.00)	-	-
	<u>44,574.21</u>	<u>3,172.80</u>	<u>47,747.01</u>	<u>47,593.70</u>

**Bank Balances as at 31st December 2019**

Cash in Hand	25.00	-	25.00	25.00
Current account	5,106.85	-	5,106.85	29,031.68
RDV Current	5,576.24	-	5,576.24	329.10
Hirers Deposit Account	-	-	-	0.22
Development Account	33,866.12		33,866.12	15,600.12
Deposit Holding		3,172.80	3,172.80	2,607.58
<b>Total</b>	<u>44,574.21</u>	<u>3,172.80</u>	<u>47,747.01</u>	<u>47,593.70</u>

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## **Independent Examiner's Report to the trustees of Ripley Village Hall**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2019.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - a. to keep accounting records in accordance with section 130 of the 2011 Act and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
  - c. have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

