



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2019
Period end date

Period start date To 31st March 2020

Charity name: Baslow Village Hall

Charity registration number: 1162216

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a Village Hall for the use of the inhabitants of Baslow and Bubnell
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	All the village User Bodies, who nominate a trustee, used the hall throughout the year for meetings and activities. The Balsow Players produced their annual pantomime. Other community events, for which it is a venue, include the Baslow Winter festival, Parish meetings, Harvest supper, charity events, society fundraising, lectures, concerts etc. A range of other regular bookings include keep fit, Zumba, Pilates, mobility and dance classes. Occasional bookings, which were many and very varied, with many repeat bookings, included art exhibitions, celebratory gatherings, quiz evenings, neighbouring village groups, craft fairs, business meetings, quality clothes sales etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the requirement for the hall to be used for public benefit and our provision complies with this.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants were made
Policy on social investment including program related	Para 1.38	There are no investments other than cash in the bank

investment		
Contribution made by volunteers	Para 1.38	All trustees and helpers are volunteers
Other		The Booking Clerk receives a modest remuneration

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The level of use of the hall has continued to be satisfactory with some new and diverse hiring's. Feedback from users has been favourable, with many commenting that the facilities and organisation exceeded their expectations. The new Booking Clerk, who we recruited without any break in provision, has proved to be worthy successor. The position of Marketing Trustee was filled, after a gap of 5 years. This addition to the skills mix is considered important to take pressure off other trustees and enable us to provide the community with a wider range of benefit. It should also increase the usage of the hall, resulting in more income for maintenance and improvement of facilities. However, they resigned during the year due to business commitments and although a volunteer did provide marketing assistance for a limited period, the recruitment of a Marketing Trustee has proved impossible. This still remains a high priority.</p> <p>Two grants of £500 were received from Derbyshire County Council and Derbyshire Dales District Council towards the essential flat roof repairs. A grant of £1300 was received from The Duke of Devonshire's Charitable trust for a roller shutter in the kitchen, which is required for H and S purposes.</p> <p>Other minor refurbishments and improvements which have been possible within budget.</p> <p>We were very grateful when the President of the WI designated Baslow Village Hall as her charity. This resulted in a donation to replace the cooker, purchase a microwave and contribute to upgrading in the kitchen.</p>

		<p>Cleaning and grass cutting costs have been kept to minimum whilst being conscious of the importance of the appearance of the interior and exterior of the premises. A contractor was hired for grass cutting and this increased costs. For all work carried out, tenders were sought before decisions are made. We are grateful to a member of the Baslow Garden Society for keeping the rear garden tidy and to another volunteer from the village who cleared out the overgrown side gardens. The Baslow Flower Circle trustee has continued to maintain the exterior flower tubs and various volunteers have decorated the hall for festive occasions. The exterior appearance has become increasingly important as we endeavour to increase bookings for events, such as wedding receptions and family gatherings, which utilise the garden area for photographs and socialising.</p> <p>The new volunteer Grants Officer has been incredibly useful, as obtaining grants for maintenance becomes ever increasingly important.</p> <p>.</p> <p>The changes that we made the previous year to the overall organisation and governance structure, to accommodate the increasing complexity of running such an operation effectively and the demands on volunteers' time has resulted in a more equitable sharing of duties and allowed all trustees to be more involved. The Finance, Administration and Premises Sub Committees have operated effectively and it was pleasing that Nominated trustees and village non trustee volunteers came forward to serve on these. This structure has enabled a more inclusive, efficient and effective operation which benefits the hall and its objectives.</p> <p>After many years of truly outstanding service, our Secretary Trustee has come to the end of her term of office. We are truly grateful for all she has done. She has been instrumental in facilitating the smooth transition to her replacement who has been proposed for election at the AGM. All trustees who were in post prior to the 2015 Constitution which states maximum trustee tenure of 5 years, have now been replaced. While we are always sorry to see people who make such a valuable contribution retire, we embrace the ideas and energy of new</p>
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		<p>trustees. The Facilities and Maintenance trustee and the Treasurer Trustee, who were elected at the agm have made outstanding contributions to the overall running of the organisation. They have increased the use of computerised records and introduced new payment methods, produced maintenance plans and updated many policy documents. We have included Succession Planning on our Committee of Trustee agendas and consider it important to prepare for changes.</p> <p>We concluded the year with a healthy balance of £21,976 in the bank. The hall was used for an average of 108 hours each month and generated an average of £1193 in hiring fees each month. I would like to thank all the trustees and helpers who have willingly given their time and expertise to ensure the smooth running and continuing success of the Hall. We all recognise that it is a wonderful community facility which is vital to village life and are committed to sustaining it for the future.</p> <p>Hazel Wills 29/05/20</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have met our objective to serve the community whilst generating enough funds from revenue and grants to maintain the facilities in a condition that meets users' needs. We have managed to maintain a first class facility which benefits the local residents and the village hall is a thriving community hub.
Performance of fundraising activities against objectives set	Para 1.41	The Charity has not held any fundraising events this year and but discussions have taken place in Committee about the need for future fund raising. In view of lost revenue form the Hall closure, enforced by the Covid-19 virus pandemic this will assume greater importance next year.
Investment performance against objectives	Para 1.41	The charity has no investments
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at 31.03.20 was satisfactory
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	£10000 to be held in a reserve account to cover major repairs and renewals of the building which could arise and which would be of a scale that could not be financed from the day to day funds.
Amount of reserves held	Para 1.22	£10,036
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not material
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainty

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fees for hiring out the Hall
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable, as no investments held.
A description of the principal risks facing the charity	Para 1.46	1. Partial or total destruction of the Hall, but insurance is held to cover such. 2. A lack of bookings to the point where there were insufficient funds to maintain the Hall. 3. A law suit regarding injury sustained on the premises, but there is in place a Health & Safety Policy, and a Risk Assessment is carried out periodically, and moreover insurance is held to cover such liability.
Other		<p>The hall had to be closed on 19 March, due to the COVID pandemic. This did not materially affect the 2019-20 accounts, but there will be no further hire income until the hall can reopen. We do not at present know when that will be. On 2/4/20, the hall received a government Coronavirus grant of £10,000. With utility charges reduced to minimal levels, ongoing monthly costs are approximately £230, and unavoidable annual insurance and licencing costs are estimated at £2500, due in December. The charity is therefore financially secure for 2020-21, even if the hall remains closed until the end</p>

		of the year, or even longer.
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Structure, Governance and Management

Description of charity's trusts:		Foundation model for a C.I.O
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 15 th June, 2015
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed Trustees are elected at the AGM by residents of the area of benefit. Ex-Officio Trustee is the vicar of St Anne's Parish Church, Baslow Nominated Trustees are put forward by the local clubs, societies and associations that are designated the User Bodies of the Hall

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees receive an induction pack which includes such information as: The Charity Commission leaflet "The Essential Trustee"; the Constitution; annual accounts and latest report. The Administration Sub Committee has reviewed our induction pack in the light of increasing regulations associated with running such a Charity and a member has the responsibility for Trustee Induction. Trustees are circulated with information from Rural Action Derbyshire and encouraged to attend any relevant training courses.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Committee of Trustees meet Quarterly. The sub committees meet a maximum of 4 times per year as required. The Charity has links with Rural Action Derbyshire and Action with Communities in Rural England and receives appropriate information and publications.
Relationship with any related parties	Para 1.51	Under its Constitution the Hall is obliged to permit St Anne's Parish Church Baslow to use the premises free of hire charge, subject to covering relevant heating and lighting costs.
Other		

Reference and Administrative details

Charity name	Baslow Village Hall
Other name the charity uses	None
Registered charity number	1162216
Charity's principal address	Nether End, Baslow, Derbyshire DE45 1SR

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	H Wills	Chairman	Whole year	Residents of Baslow and Bubnell
2	I Mailer	Treasurer	Whole year	Residents of Baslow and Bubnell
3	M Macdonald	Secretary	Whole year	Residents of Baslow and Bubnell
4	J Petty	Facilities and Maintenance	Whole year	Residents of Baslow and Bubnell
5	Rev M E Gilbert		Whole year	Ex-Officio, as Rector
6	J Haslam		Whole year	Baslow Players
7	D Gridley		Whole year	Baslow Choir
8	J Singleton		Whole year	Baslow Flower circle
9	M Ashton		Whole year	Baslow Garden Society
10	A May		Whole year	Baslow Indoor Bowling
11	S Winlow		Whole year	Baslow Luncheon Club
12	T Tucker		Whole year	Baslow Parish Council
13	R Powell		Whole year	Baslow Parochial Parish Council
14	J Powell		Whole year	Baslow Senior citizens
15	J Parker		Whole year	Baslow W I
16	G Di Vitantonio	Marketing	1/6/19 – 4/9/19	Residents of Baslow and Bubnell
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity Advisors		
Solicitors		

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Hazel Wills	Maria MacDonald
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	2020	

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BASLOW VILLAGE HALL C.I.O.

Registered Charity No 1162216

Accounts for the Year ended 31st March 2020

BASLOW VILLAGE HALL C.I.O

Registered Charity No 1162216

ACCOUNTS FOR THE YEAR ENDED 31st March 2020
RECEIPTS AND PAYMENTS ACCOUNT

12m period to
31.03.2020

12m period to
31.03.2019

	Notes		
RECEIPTS			
Non-local/Commercial hirings	8/9	£8,711	£850
Local Hirings	8/9	£6,878	£14,113
Total hirings		£15,589	£14,963
Village Hall Armistice event		£0	£308
Donations	11	£485	£0
Donations - restricted		£0	£375
DDDC Grant – restricted – roof repairs		£500	£2,600
DCC Grant – restricted – roof repairs		£500	£0
Duke of Devonshire's Charitable Trust – restricted – roller shutter		£1,300	£0
Interest		£20	£15
		£18,394	£18,261
PAYMENTS			
Water charges		£504	£399
Electricity & Gas		£2,147	£2,352
Phone & Broadband		£316	£498
Utilities total		£2,967	£3,249
Wages	7	£1,200	£1,250
Wages processing	7	£360	
Cleaning (hall, windows & materials)		£3,037	£3,232
Refuse Collection		£439	£426
Repairs/ Maintenance	4	£2,845	£5,035
Repairs/ Maintenance part grant funded	4	£2,190	£2,760
Equipment part funded by donation	5		£540
Equipment	5	£373	£0
Performing Rights & other licences		£366	£323
Insurance		£1,411	£1,392
Garden Maintenance		£406	£264
Sundries (Misc)		£104	£377
Post and stationery / IT (Admin)		£60	£70
TENS licences		£0	£0
Refunds		£226	
Advertising		£0	£0
Armistice celebrations		£0	£261
		£15,984	£19,179
Excess of receipts over payments		£2,410	-£918
CASH FUNDS			
	2		
Current account HSBC 1/4/19	Unrestricted	£9,530	£8,405
Deposit account HSBC at 1/4/19	Unrestricted	£10,036	£10,023
(Deficit) / Surplus this period		£2,410	-£918
		£21,976	£17,510
Current account HSBC 31.03.20	Unrestricted	£10,618	£9,530
	Restricted 2	£1,300	£0
Deposit account (HSBC) 31.03.20	Unrestricted	£10,056	£10,036
	6	£21,974	£19,566

TREASURER'S STATEMENT

I have prepared the financial statements on pages 1 to 2 for the year ended 31st march 2020 from the accounting records of the village hall.

Dr JPG Mailer

BASLOW VILLAGE HALL
Accounts for the Year ended 31st March 2020
NOTES

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Charities Act 2011 using the Receipts and Payments basis available to small charities.

2 FUND ACCOUNTING

Unrestricted Funds may be used by the village hall for any of its ordinary purposes at the discretion of the Trustees

Designated Funds represent unrestricted funds set aside by the Trustees for specific designated purposes; they can be transferred back into general funds at the Trustees' discretion.

Restricted Funds represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

The restricted funds balance at 31.03.20 was £1,300, (2019 zero)

Permanent Endowment Fund

Land and Buildings: Baslow Village Hall, Nether End, Baslow.

3 MONETARY ASSETS

The village hall monies are held in segregated accounts.

4 Repairs and Maintenance

Flat roof repair	2190
Asbestos survey	360
PAT tests	600
Panic push bars	590
Boiler servicing	400
Misc items	895
Subtotal	5035

Part grant funding by DDDC and DCC: Repair of flat roofs

Net cost of maintenance

1000

4035

5 Equipment

New cooker and microwave provided by Baslow WI, plus key safe and new phone

6 Of the £21974 held in the bank at 31.03.2020, £530 is payment in advance for 2019/2020 hiring.

7 The wages creditor at 31.03.2020 was £0. In 2018-19 wages processing was included elsewhere

8 Hire fees are more accurately divided into local and non-local/commercial in 2019-20

The average monthly hiring income was £1193 (£1197 in 2018-19)

The average hours let per month was 108 (105 in 2018-19)

The average hourly rate for letting was £11.05 (£11.40 in 2018-19)

9 Money due to Baslow Village Hall at 31.03.2020:

Unpaid hire fees up to 18 March, when the hall closed (Less any paid at the time of hiring). £196

10 Money due by Baslow Village Hall at 31.03.20

Deposits for future hire £530

Key deposits £180

11 This includes £450 from the Baslow WI and £35 in voluntary cancellation fees

12 Assets retained for the Charities own use

Furniture (Chairs and tables)

Cleaning equipment

Kitchen equipment (Cooker, Fridge, Crockery)

P A System

Bookings phone

The above assets, together with the Permanent Endowment Fund referred to above in note 2, and together with the Cash Funds at bank totalling £20357 as shown on page 1, were all made over by a Vesting Declaration of the 1st October 2015 from the Charity bearing registered number 520414 and also known as "Baslow Village Hall".

ACCOUNTS FOR THE YEAR ENDED 31st March 2020

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of Baslow Village Hall for the year ended 31st march 2019, which are set out on pages 1 and 2.

Responsibilities and basis of report

The charity' trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

accounting records were not kept in accordance with section 130 of the Act or

the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by the Independent Examiner:

date:

20.05.2020

Name; Diane Clewes

Relevant professional qualification: Chartered Certified Accountant

Address: Barley Croft, School Lane, Baslow. DE45 1RZ