

**Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2020**

Summary

It was with deep shock and sadness that the management committee of the Village Hall heard of the tragic and untimely death of Martin Danby on 23rd June 2019. Martin had been Chair of the Village Hall Committee for three years during which time he worked tirelessly with immense commitment and enthusiasm to maintain and improve the facilities at the Hall to make it an attractive venue for residents of the village and the near locality. He will be sorely missed, both personally and in his capacity as Chair.

The committee subsequently pulled together as a team and have worked hard to make sure that all aspects of the management of the Hall continue to run smoothly.

At the end of 2019, the world became aware of coronavirus and on 23 March 2020, in line with Government guidance, the village hall formally closed its doors and our hirers were informed of the decision in order that they could decide whether to cancel or postpone their events. The exception to this was the pre-school which continued to provide an 'emergency hub' for those children of keyworkers, even remaining open during the Easter holidays. In recognition of the fantastic job being done by the pre-school during the pandemic, the committee agreed that it would waive any fee until, initially, the end of April. On 29 April 2020, the committee agreed to continue this commitment until week commencing 25 May 2020, half term, and then review the decision in light of any further Government guidance at that point.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence from Winchester County Council and music licence from PPL PRS Ltd and also arranged suitable insurance.

Equipment has been tested and any recommendations undertaken and the Trustees arranged for any repairs to be carried out by plumbers, electricians etc as necessary.

The Trustees are extremely grateful to Derek Pitter for his hard work in maintaining the building and grounds. Unfortunately, due to some health concerns, Derek had to reduce the amount of work he undertook and Keith Dalley kindly stepped into the breach and fulfilled the role of unofficial caretaker. The Trustees would like to thank Keith for his time and work. This led to the decision to engage the services of a caretaker and in March 2020, Alastair Fuller took on the role.

Sheryl Stokes resigned as a trustee in September 2018 but remained on the committee until January 2020 to provide advice and assistance with the treasurer tasks and the trustees would like to thank her for all her help during this time.

We are indebted to Claire Gregory for managing the hall bookings and streamlining the inevitable admin that goes along with this role.

The Trustees would also like to thank Bogdan and Sylwia Bieganski for undertaking the cleaning of the village hall.

We would like to extend our thanks to The Alma, which very generously allowed village hall users to take advantage of its car park while our own car park was being renovated. This was exceedingly kind and very helpful to us.

Expenditure exceeded income due to the major project of renovating the car park but, due to reserves and a steady income, the village hall is still on a sound financial footing. Indeed, a surplus of £5,969 has gone some way to offsetting the car park expenditure.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
 - (b) such other information relating to the charity or to its trustees or officers
- as may be prescribed by regulations made by the Secretary of State.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2020:
 - Martin Danby (deceased June 2019)
 - Helen Firth (from July 2019) (Chair from September 2019 & Treasurer from January 2020)
 - Jane Gillen
 - Roy Kimble
 - Claire Parry
 - Derek Pitter
- (e) The Trust has no employees but engages the services of a Bookings Agent, cleaners and, since March 2020, a caretaker.
- (f) Other relevant organisations are:
 - Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4TA
 - Independent Examiner: Jason Foxwell, Independent–Examiner.Net, 39 Enfield Road, Poole, BH15 3LJ

3. Structure, Governance and Management

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
- (b) The management committee comprises three elected members (two as from June 2019), three appointed members of some of the local organisations which are regular users of the Hall and three other members (two as from January 2020) who attend in an advisory committee. Those organisations include Upham & District Gardening Club, Ringcraft, Sugarcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to

two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The Bookings Agents also attended or provided a full report for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman and a Treasurer. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of an agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor on a paid basis and other building and maintenance services as needed. In March 2020, the services of a caretaker were also engaged. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

4. Objects and Activities

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures and classes, and
 - Other forms of recreation and leisure-time occupationwith the object of improving the conditions of life for the inhabitants.

(b) The Trust seeks to fulfil its objectives:

- by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;
- by maintaining the attraction of the Hall in a competitive market;
- by preserving the security and cleanliness of the Hall;
- by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

6. Licences

The Hall has a Premises Licence and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

7. Insurance

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £915,000
- contents (up to £21,000)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

The management committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked, parts replaced and tested have been undertaken. In addition:

- In October 2019 the car park was resurfaced and is now pot-hole free. A second, and final phase of the work, was due to take place in early 2020, but has been postponed due to the coronavirus pandemic.
- In January 2020, a barrier was installed at the car park entrance as a deterrent to joy riders and other unauthorised users of the car park. A pedestrian walkway was created around the barrier to ensure access to the defibrillator when the barrier is closed.

9. Achievement and Performance

During the year, the village hall has benefitted from new regular users and it is pleasing to note that the majority of weekday evenings are booked for a variety of activities.

The management committee reviewed and amended its Alcohol Supply and Consumption Terms and Conditions document which is given to hirers as part of the booking terms where necessary.

The first aid box was also checked and any items that were out of date or which did not meet current guidelines were replaced.

This year has achieved a respectable surplus which will go towards the continued sustainability of the hall. An outstanding requirement for major capital expenditure was the renovation of the car park and the major first phase was achieved.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

(b) Financial results

Year ending 30 April 2020 produced a healthy surplus of £5,969, however, the Statement of Receipts and Payments shows a net loss of £28,431. This is due to the important investment in renovating the car park which obviously exceeded our surplus and meant that some of our reserves were employed to meet the cost.

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

Due to the extensive car park work, the boiler replacement plan was put on hold. The committee has subsequently agreed that alternative environmentally friendly heating options should be considered and investigative work on this has begun.

The village hall's website is part of the Upham Village website and this is currently being updated and modernised.

Some caution over the next financial year regarding spending will need to be administered as it is very likely that the coronavirus pandemic will affect the economy which in turn could affect interest rates and the amount of use by hirers.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

Upham New Millennium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2020

	Unrestricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
RECEIPTS				
Hall Hire	27,554		27,554	30,660
Bank Interest	1,120		1,120	1,357
Reimbursements & Grants	325		325	0
Total Receipts	28,999	0	28,999	32,017

PAYMENTS				
Hall and Car Park Maintenance	41,267		41,267	12,662
Operational Expenditure	15,873		15,873	15,738
Governance Costs	290		290	386
Total Payments	57,430	0	57,430	28,786
Net Receipts/(Payments) for the year	-£28,431	£0	-£28,431	£3,231
<i>Opening cash at bank and in hand</i>	£85,907	£45,000	£130,907	£127,676
Closing cash at bank and in hand	£57,476	£45,000	£102,476	£130,907

Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2020

	2020	2019
	£	£
ASSETS		
Cash at bank and in hand	102,476	130,907
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	915,526	344,087

LIABILITIES

None

Approved by the trustees and signed on their behalf by:

Helen L. Firth

Trustee: HELEN L FIRTH

Date: 08/07/2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2020.

Responsibilities and basis of report

As the trustees of the Charity you 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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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



Mr J P Foxwell FCCA FCIE
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 12 July 2020