

	Trustees' Annual Report for the period						
	From	Period start date			T o	Period end date	
		01	January	2019		31	December

Section A Reference and administration details

Charity name	Spaxton Village Hall and Playing Field		
Other names charity is known by	Spaxton Village Hall		
Registered charity number (if any)	304633		
Charity's principal address	High Street		
	Spaxton		
	Bridgwater		
	Postcode	TA5 1BS	

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	Keith Bellinger			Cricket club
2	Kim Bellinger	Bookings Secretary		Elected
3	Sharon Carver			Toddlers Group
4	Colin Foxhall			Co-opted
5	Sue Compton			Junior Football
6	Doreen Harris	Vice Chair		Elected
7	Anthony Donnelly			Village Show
8	Phil Hamm			Elected
9	Jenny Hill			Entertainments
10	Alison Jarah	Joint Treasurer		Elected
11	Simon Stretton			Parish Council
12	Michael Johnson	Joint Treasurer		Elected
13	Jackie Loxton			Co-opted
14	Jan Hodson	Secretary		Elected
15	Anne Milne			Short Mat Bowls
16	Rodney Parish			Senior Football
17	Glyn Richards	Chair		Playing Field Users Group
18	Julie Reynolds			Upholstery Group
19	Josh Schwieso			Community Shop
20	Gill Thomas			Spaxton School
21	Gail Wainwright			WI
22	Rowena Tomlinson			Co-opted
23	Simon Haswell			Spaxton Society

	Names of the trustees for the charity, if any, (for example, any custodian trustees)	
	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed (Conveyance dated 27/06/39, re. transfer of land on which hall was built to the Trustees: conveyance dated 01/03/55 re. transfer of land for playing field, to be managed as specified 27/06/39; Charity Commission Scheme 15/12/75 re. increase of elected trustees from 3 to 6
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	In accordance with Conveyance dated 27/06/39, as modified 15/12/75, up to 6 trustees elected at AGM, plus 1 representative for each village organisation which chooses to nominate a representative and the committee of trustees thus formed may co-opt up to 4 additional persons provided that the total number of trustees does not exceed 26.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p><u>Induction and training of trustees:</u> Copies of relevant Charity Commission publication – Guidance for Trustees - are provided to each trustee plus information on GDPR and safeguarding.</p> <p><u>Major Risks:</u> Risks vary – they are raised and discussed at formal meetings. Regular maintenance and safety checks of village hall and playing field and equipment are carried out by trustees. Annual checks of fire alarm systems and playground equipment are carried out by professional bodies. Portable electrical appliances are tested annually by a qualified electrician.</p> <p><u>Insurance:</u> The Village Hall is insured by Zurich through Community First Village Hall Plus Group for building cover of £721,228, contents insurance (£37905), play equipment cover (£43063) and public liability (£10,000,000)</p> <p>The Management Committee recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.</p> <p><u>Hiring Agreement:</u> Use of the Village Hall is subject to a Hiring Agreement</p>
--	---

setting out the conditions of hire and identifying the respective responsibilities of each party to the agreement which must be signed by the user when booking.

Licences: The hall has a Premises Licence (including alcohol) and is registered with the local authority for a lottery licence. The hall also holds PPL and PRS licences for live and recorded music.

Section C Objectives and activities

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

To manage and maintain buildings and open play spaces for the community to engage in entertainment, education, training, arts, culture, sport and recreation

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)

Management and maintenance of facilities and fundraising, mainly in the form of a monthly lottery, to supplement the income from the hiring of the hall. Grant applications are made for any significant improvements. There is normally no fee for the use of the playing field and children’s play area.

The Village Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. The Hall and playing field are used by the public in a manner typical of such facilities in rural villages and the hall is in use most days of the week for regular activities including Upholstery Group, Yoga, Pilates, Zumba, Flexicise, Short Mat Bowls, Toddler Group, Bingo, Womens Institute, Spaxton Society, Parish Council meetings and bi-annual Flower Shows. The Hall is available for hire for private functions such as children’s parties, wedding receptions, funeral teas, dances and other village social functions and fund-raising fairs. The playing fields are used for cricket and football and there is a children’s play area plus outdoor gym.

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.

Grant Making : We do not make grants

Investment Policy and Programme : None as we do not have investment funds

Contribution made by Volunteers: the Trustees are all volunteers who engage in fundraising for the charity, make grant applications where relevant and carry out some repairs and maintenance free of charge to reduce outgoings.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Village Hall and playing field have been provided for and used by the public in a manner typical of such facilities in rural villages and it is in regular use by the community both for the activities described above and for increased private bookings.

During the past year with the help of successful grant applications, several major improvements have taken place in the Village Hall and playing fields.

An outdoor space with 4 pieces of gym equipment has been added to the play area to encourage older children and adults to exercise in the fresh air. They now have the opportunity to oversee their younger children using the other play equipment while they exercise themselves.

We had safety concerns regarding our half-pipe skate park and our external inspector's report stated that it would have to be significantly redesigned to make it comply with safety regulations. After a consultation with the village it was decided to fill it in and turn it into a picnic area, fenced off from the rest of the play area with post and rail fencing. A hedge was planted by volunteers to shield the area from the wind and three trees have been added for shade plus three sets of tables and benches. We had a tea party to officially open it in the summer.

In the autumn we finally erected a picket fence around the carpark, partly to discourage the public from allowing their dogs to foul on the children's play area but also to enhance the look of the area and to prevent children from running out onto the carpark. There are two small gates for the public to use and two to allow the large mowers and any other large machinery to enter for maintenance purposes

The village hall has had a new lick of paint and new curtains and blinds in both the main hall and pavilion, all done by our wonderful committee members and volunteers.

Our plans for a viewing platform have been abandoned at the moment as the quotes we had for the work were much higher than expected and we did not feel they could be justified.

Section E

Financial review

Brief statement of the charity's policy on reserves

Funds build in a Lloyds Cash account and are then transferred to a Virgin Charity account if they are not needed in the immediate future.

We aim to keep an emergency reserve of £12,000 to meet unexpected contingencies plus we try to set aside 10-15% of income annually for regular maintenance, repair and redecoration.

Details of any funds materially 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.

Principle sources of funds: As set out in annual accounts

Expenditure on key objectives: Paid for running costs, improvements and maintaining facilities.

Section F Other optional information

[Empty box for 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)	Glyn Kenneth Richards	Janet Hodson
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	October 2020	

SPAXTON VILLAGE HALL & PLAYING FIELD COMMITTEE

Registered Charity 304633

Accounts for year ending 31st December 2019

Balances brought forward:

Lloyds Current	5404.99	
Virgin Charity	28187.11	
Lloyds Lottery	8275.93	

	41868.03	41986.97

Income:	2019	2018	Expenditure:	2019	2018
Hire of Hall	9388.00	7486.52	Cleaning	3019.00	2854.50
Fundraising	----	16.48	Oil	1424.57	1045.36
Grants/donation	18901.62	4528.50	Electricity	1176.58	2011.89
Bank Interest	211.80	170.24	Water	1110.62	1087.50
Lottery subs	8938.43	9155.11	Telephone	545.88	528.42
Feed in Tariff (PV)	3384.45	3179.94	Repairs/Maint'ance	4426.87	9979.24
Ground Rent	156.29	106.16	Improvements	18363.45	94.80
Sundries	40.00	50.13	Insurance	1606.47	1773.63
	-----	-----	Subs/licences	384.59	516.34
	41020.59	24693.08	Lottery Prizes	4520.84	4540.00
	=====	=====	Sundries	389.60	108.34
	82888.62	66680.05		-----	-----
				36968.47	24540.02

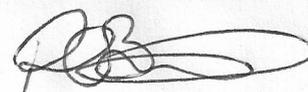
Accounts rendered but unpaid:	231.00	272.00
	-----	-----
	37199.47	24812.02

Balances carried forward:		
Lloyds Current	4596.72	5404.99
Virgin Charity	37398.91	28187.11
* Lloyds Lottery	3693.52	8275.93
	-----	-----
	45689.15	41868.03
	-----	-----
	82888.62	66680.05
	=====	=====

* Includes £3040.00 lottery prizes

In summary, bearing in mind the nature of the organisation, the income and expenditure detailed in the above accounts for Spaxton Village Hall for the year ended 31st December 2019 are in my opinion satisfactory.

Robert O'Brien A.C.M.A.



3rd June 2020.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
SPAXTON VILLAGE HALL & PLAYING FIELD
COMMITTEE

**On accounts for the year
ended**

31st DECEMBER 2019

**Charity no
(if any)**

304633

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust'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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

3rd June 2020

Name:

ROBERT O'BRIEN

**Relevant professional
qualification(s) or body
(if any):**

ACMA

Address:

2 WIND DOWN CLOSE

BRIDGWATER

SOMERSET TA6 7NU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

