

## **Buckfastleigh Town Hall Trustee's Report**

**For the year ended 31.03.2019**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

It has been another successful year for the Town Hall & Institute (TH&I) – with a continuing increase in bookings. This has meant that some much-needed reserves are beginning to be built up which should help with any building infrastructure problems in the future and overdue refurbishment to make the Town Hall a more attractive, energy efficient and comfortable venue.

This continued growth in use is down to a combination of improved safety and fire standards, modifications in structure and systems to make the space more user-friendly, increased publicity and most of all, the work of Clair Stevens, the Town Hall administrator, who has worked tirelessly to promote and manage the space and liaise with users.

The program of advertising courses and events via the town website, social media and now the new electronic noticeboards that are appearing around the town has raised awareness and increased take-up, so that the Town Hall is becoming a more and more valuable resource for the local community.

Buckfastleigh TH&I was set up in 1887 to provide a building to be used as a "Town Hall, Institute, Technical School, Free Library and other like purposes" as deemed necessary by the Trustees. Buckfastleigh Town Council became trustees of the charity in 1952 and a group of town Councillors and others act as the operating committee.



The Town Council as trustees, have been continuing the process of clarifying the separation of the Council from the TH&I – A Management Committee has been set up in the meantime. In order that the Town Hall can be run more effectively and to enable it to access external funding more freely, the Trustees agreed that they would move towards setting up the TH&I as an organisation distinct from the Town Council. In order to do this, we are still looking to create a company limited by guarantee with charitable purpose to act as the new charity trustee and appoint directors, which would include members of the Town Council. The Trustees are still looking for people with the appropriate interest and skill sets to put themselves forward to be involved in the management of this new organisation.

The Town Council has made it clear that they recognise the Town Hall as an invaluable resource to the parish and they will continue to support it fully – with financial resources and others.

The Town Hall receives income from letting rooms for meetings and events, hiring space to the Town Council for its offices and to the library. In addition, it receives a grant from the Town Council. Full financial details are available in our accounts.

The revised booking systems and clearly contracted safety policies are working well, leading to a safer and more comfortable environment for staff and users.

The revised clear, standard hire rates are still working well and incorporate a regular annual price increase. Residents of Buckfastleigh/Buckfast are offered a 20% discount on bookings of 4 or more hours. We offer a standard rate and a reduced rate for local Charities and Community Groups.

Permanent occupants of the Town Hall who provide revenue are the Town Council's office and the Library. As part of its rental agreement, The Town Council also holds its meetings and public community engagement workshops here.

The TH&I is also the venue for regular bookings for classes and groups including an Education Support facility who hire rooms daily to support teenagers excluded from Mainstream education, & variety of exercise classes. The Town Hall is also used for a variety of meetings by one-off and regular and this year we have had Choirs, Cycling groups, Elections, a full programme of a variety of free activities for local children being hosted here as well as Citizen Science Day, the Wool Festival and SOUP. Local care providers have also used space for staff training.

For the fourth year, the Town Hall has been the host of much of the Hello Summer/Autumn/Winter activities for children, providing a range of activities throughout school holidays. These range from Cookery Clubs, singing, fun with inflatables and many more activities.

The Town Hall continued to be used for private parties for both young & old.

Sadly, on March the 18<sup>th</sup> 2020 the Town Hall had to close until further notice due to the Covid 19 pandemic, as with many other businesses. All users were informed and refunds paid to all that had paid in advance for bookings.

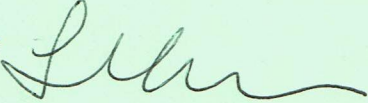


The Trust is therefore pleased to confirm that the Town Hall continues to pursue the objectives and purpose originally designated by its founders and trustees in 1887 and reinforced by its Constitution in 1952. We would like to thank all the town hall customers, staff and volunteers for their continued support.

**Public Benefit**

The Trustees confirm that they have complied with the duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers.

**Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on.....**

Signed by: 

Trustee.....

  
Trustee.....

Date... 08 - 01 - 21 .....

# **BUCKFASTLEIGH TOWN HALL & INSTITUTE**

(Registered Charity No: 200623)

## **Income & Expenditure Account for the year ended 31st March 2020**

<b>Income</b>	<b>2018/19</b>	<b>2019/20</b>
Lettings & Rents	28,385.59	30,317.00
Town Council Revenue Grant	14,000.00	16,385.00
Cinema	0	313.18
Other income	312.92	597.83
Interest income		6.09
<b>Total Income</b>	<b><u>42,698.57</u></b>	<b><u>47,619.30</u></b>
<b>Revenue Expenditure</b>	<b>2018/19</b>	<b>2019/20</b>
Salaries & Wages	17,432.42	19,695.88
Gas & Electricity	5,058.28	5,789.55
Insurance	3291.88	3,340.43
Water Rates	952.00	486.00
Repairs & Maintenance	12,430.58	7,982.39
Printing & Stationery	1227.49	1,775.58
IT, Software & Consumables	778.75	850.26
Telephone & Internet	1070.60	922.28
Postage	15.00	11.40
Cleaning & Refuse	359.46	435.37
General Expenses	920.34	1,009.39
Subscriptions & Licences (Entertainment)	70.00	70.00
PAYE	141.35	397.03
Payroll costs	167.43	146.50
Pension costs		610.59
Staff Training	85.00	0
Advertising & Marketing	0	0
Audit & Accountancy Fees	120	208.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b><u>44,120.58</u></b>	<b><u>43,730.65</u></b>

### **Town Council Capital Grants**

	<b>2018/19</b>	<b>2019/20</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

### **Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above**

	<b>2018/19</b>	<b>2019/20</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>



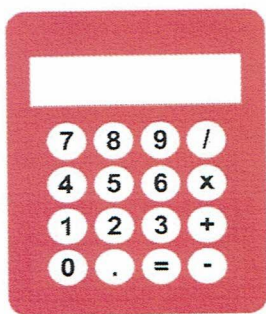
**Assets retained for the Charity's Own Use**

	2018/19	2019/20
Premises (Insurance Value)	2.250,000	2, 250,000
Fixtures & Fittings	37,544.37	37,481.34
<b>Total</b>	<b>2,287,544.37</b>	<b>2,288,481.34</b>

Signed..... *L. Clarke* (Chair of Buckfastleigh Town Hall & Institute)

Signed..... *Devereux* (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date..... *08-01-21*



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone              Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2020, which are set out on pages...

#### **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 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **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

- to keep accounting records in accordance with section 130 of the 2011 Act;  
and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

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.

Hania Lee

Signed.....*Hania Lee* text here.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date 3/12/2020.....