

# **East Boldre Village Hall**

CIO Registration No. 1164549

## **Annual Report and Financial Statements Year Ended 31 March 2021**

### **Contents**

	Page
<b>Annual Report</b>	<b>1</b>
Trustees, Officers and Volunteers	2
Background, Structure, Governance and Risk Management	2
Activities, Performance and Achievements	4
Financial Review	5
Trustee Approval	5
<b>Independent Examiner's Report</b>	<b>6</b>
<b>Receipts and Payments Accounts</b>	<b>7</b>
<b>Statement of Funds</b>	<b>7</b>
<b>Statement of Assets and Liabilities</b>	<b>7</b>
<b>Notes to the Receipts and Payments Accounts</b>	<b>8</b>

# **East Boldre Village Hall**

CIO Registration No. 1164549

## **Annual Report Year ended 31 March 2021**

The East Boldre Village Hall is in the New Forest National Park on Forestry Commission land in Bagshot Moor near Beaulieu, its address being Main Road, East Boldre, Hampshire S042 7WD.

### **Trustees**

The Charity Trustees (the 'Members') during the year ended 31 March 2020 were:

Michael Husband, Chairman  
Stephen Antczak, Secretary  
Gina Antczak, Treasurer  
Robin Street  
Tony Johnson  
Malcolm Ross  
Jervis Devonshire  
Michael Upton (elected 22/10/2020)  
Richard Ashmead (elected 22/10/2020)

The Charity also has four active volunteers and one part-time employee/caretaker.

Patron: Lord Montagu of Beaulieu

### **Community Hub Sub-Committee and Volunteers**

During the year ended 31 March 2021, the Trustees involved in the Community Hub Development were:

Michael Husband, Chairman  
Stephen Antczak, Secretary

The Volunteers assisting with the Community Hub and Shop Development were:

Guy McNair-Wilson – architectural designer  
Rebecca Gabzdyl  
Michael Upton  
Richard Ashmead  
Kate Holden  
Lynn Clark  
Samantha Rider

### **Background, Property, Structure, Governance and Risk Management**

#### ***Structure and Governance***

The East Boldre Village Hall ("the Charity") is a charitable incorporated organisation (CIO – foundation model) governed by its Constitution adopted on 20 November 2015, its operations beginning on 1 April 2016. Prior to its conversion to a CIO, the Charity was a charitable trust (Registration No. 301804) created on 16 June 1969 governed by its Trust Deed as of that date.

Member Trustees are elected or re-elected at the AGM. Local organisations can apply for representation on the Management Committee, those members being appointed by resolution at a duly constituted meeting.

During 2018, a sub-committee was formed to progress the development of the hall to enhance facilities and to provide additional space for a village shop and post office. A separate sub-committee for the shop and post office was formed in 2020.

# **East Boldre Village Hall**

CIO Registration No. 1164549

## ***Purposes and Public Benefit***

The objects of the Charity are to hold, maintain and manage the Hall for the benefit of the local community, for use by both the inhabitants of and the visitors to East Boldre. This may be by provision of recreational facilities, advancing the education of the community and the public with regard to the local heritage of East Boldre or furthering the cultural welfare of the community.

In shaping the objectives and in planning activities, the Trustees have considered the Charity Commission's guidance on public benefit, having due regard to the guidance on public benefit and fee charging. In particular, the Charity does not charge entry fees to its exhibitions and discounts to hire fees are given where appropriate. On reopening the hall in July 2020 following the closure due to COVID-19, fees were waived or reduced to assist with the recovery process before the hall had to be closed again in December 2020.

## ***History and Property***

Evidence indicates the East Boldre Village Hall was built as a concert hall by the YMCA in 1918 for use by the Royal Flying Corps and later, Royal Air Force, Training Airfield on Bagshot Moor. Hearsay suggests it was also used as an Officers' Mess and it has come to be known as such. It is the only remaining building from those erected during WW1 and was then given to the Village for use as a village hall.

Although the village of East Boldre owns the charity building (via the hall trustees), it is situated on Crown land so cannot have a freehold nor a leasehold of the property. Access rights relating to the property and the grounds have instead been granted by the Department for Environment, Food and Rural Affairs (DEFRA), through Forestry England, under a 60-year Licence. The current Licence is due to expire on 31 March 2076. The Premises Licence to allow for entertainment activities was updated and renewed in March 2019.

## ***Risks***

The Trustees meet regularly, usually once a month, to review matters relating to the maintenance, finance, security, fundraising and other public events, the upkeep of the Hall and to review risks in this regard. The Trustees have drawn up policies on risks relating to fire, health and safety, safeguarding, caretaker employment and risks relating to reserves and COVID-19. They informally review other risks and security of systems as required.

The Trustees have identified the pitched hall roof as a risk. Although no material weaknesses have been detected it is about 50 years old so for this reason a designated reserve of £5,000 has been set up to maintain funds to cover any necessary emergency repairs.

The Trustees previously identified a financial risk in that hire income has not covered day to day running costs for several years due to a decline in the organisations hiring the hall. New hires have begun to reverse this decline and by the year ending 31 March 2020, hire income had begun to cover day to day running costs. Nevertheless, the Trustees have been considering other ways to ensure the future of the hall and to maintain it as an asset to the community. The development of the hall into a community hub had been identified as a positive way forward.

The safety risks presented by COVID-19 have been managed by sanitisation measures, caretaker and hire procedures and the risks to future income have been mitigated by government grants paid by the New Forest District Council.

## ***Remuneration***

None of the Charity's Trustees or volunteers receive remuneration or other benefit from their work with the Charity. The Charity employs one local resident as a caretaker who is paid on a part-time basis.

# East Boldre Village Hall

CIO Registration No. 1164549

## **Activities, Performance and Achievements**

The Hall provides a meeting venue and facilities for local people and local community organisations. Covid-19 limited the use of the hall severely during the year. Weekly Zumba and Yoga classes and three Canine Massage classes were held with restricted numbers when the hall was open after the initial lockdown from July to October. During that time, the hall was used on a few other occasions for band practice and individual dance rehearsals. The only other use during the year was by the East Boldre Painters group for their exhibition weekend in early December.

The hall would normally have also been used by the East Boldre Parish Council for meetings, local band rehearsals, the Beaulieu Craft and Horticultural Societies, training events, therapy sessions, the annual 'Taste of East Boldre' day by the Allotment Association and many other ad-hoc functions for other groups and individual users. Many of these hirers have organised Zoom classes and meetings and we hope they will be able to fully return from the summer of 2021.

## **COVID-19**

The hall was closed due to COVID-19 from 23 March to 7 July, from 5 to 24 November 2020 and from 6 January to beyond the year ending 31 March 2021. The hall was opened again on 12 April but not hired until 17 May 2021. For this reason, the pandemic would have placed an undue financial burden on the hall had it not been for financial assistance in the form of Retail, Leisure and Hospitality Grants paid via the New Forest District Council. Risk-assessments have been carried out and updated as required and, although the hall is COVID-secure and was re-opened when permitted, there have been few bookings with the restrictions still in place and attendance rates have generally been low. The Trustees expect hires and numbers to pick up from July 2021 but do not expect the hire income to fully recover until 2022 at the earliest.

## **Community Hub and Shop**

Plans to develop the hall into a community hub were submitted to the New Forest National Park Authority for planning approval in May 2020. 113 comments of support were registered with the planning authority by local residents in addition to four letters of support from local dignitaries. Planning consent was finally received in April 2021 and the next steps are to satisfy the conditions attached to the consent and also to pursue options to achieve a licence from Forestry England, to operate a Community Shop within the Hub. A Community Benefit Society was set up in September 2020 to progress the shop development.

Communication with the village continues to be provided via newsletters, updates to the the Hall website and via social media on Facebook and Twitter.

The Trustees are very thankful to all the volunteers on the Community Hub and Shop Steering Committees for the immense amount of work involved in the design, business plans and viability studies and for the advice and expertise which they continue to bring to the project.

## **Events and Fundraising**

No events were held during the year due to Covid-19. The 'East Boldre Airfield Remembers WW1' heritage book, 'From Forest Field to Western Front', telling the story of the pioneering aviation at East Boldre Airfield from 1910 to 1920, continued to sell online, there being less than 380 books remaining at the year end. 23 books were sold in the year (previous year 83). The books by Alan Brown, for which he gave the printing rights to the hall, also continued to sell (4 sold of the Twelve Airfields of the New Forest, Beaulieu (14 in the previous year as well as 13 of the Flying School at East Boldre).

## **Communications**

Trustee, Stephen Antczak, continues to maintain, update and improve the website for the Parish of East Boldre with information on the hall, Community Hub and Shop plans in addition to an informative and photographic record of its history and events.

# East Boldre Village Hall

CIO Registration No. 1164549

## Financial Review

The attached Receipts and Payments Accounts have been prepared for the year ended 31 March 2021 having regard to Charity Commission guidance.

Running costs exceeded hire income by £6,256 (hire receipts exceeded running costs by £39 in the year ended 31 March 2020), hire income being only £217 after refunds due to COVID-19 cancellations. Total reserves have increased by £20,859 (£535 in the previous year) to £41,379 (£20,519 in the previous year) due mainly to receipt of COVID-19 related grants. At 31 March 2021, there was £536 on current account, £2227 on a notice-free, interest-bearing deposit account and £34,520 on an interest-bearing, 30-day notice account. There was £95 in petty cash.

Receipts during the period were boosted by Retail, Leisure and Hospitality Grants received from the New Forest District Council during the year ending 31 March 2021 totalling £20,636. A further grant of £8,000 was received in April 2021. A donation of £500 was received during the year ending 31 March 2020 from Hampshire County Council for an updated bat survey required for the hub development and other donations were received for the hub of £54. A grant of £9,670 was received during the year from the Bright Ideas Fund towards the development of the shop and post office. Other receipts arose from fundraising by sale of the airfield books (see 'Events and fundraising' above) has contributed to net receipts during the year of £359 (£1,376 in the previous year) and donations and gift aid of £30 (£234 in the previous year).

On 31 March 2021, the restricted reserves for the hub development were £2,862 (£3,938 at 31 March 2020) relating to the monies raised through Crowdfunding. £1,630 was spent on the development during the year (£1,007 in the previous year).

A Community Benefit Society (CBS), comprising members other than the village hall trustees, was set up in September 2020 to run the shop and post office independently from the village hall and the balance, on 31 March 2021, of the restricted funds from the Bright Ideas grant of £6,954 are to be transferred to the CBS.

The Members have a policy to raise enough income from hire fees to cover day to day running costs. The Charity's Reserves are held, and other funds are raised, to cover refurbishment, unplanned emergency repairs and other expenditure of an exceptional nature. In addition, apart from restricted and designated reserves, the reserves policy is to maintain a minimum of one year's running costs in general funds. From the year ending 31 March 2021 this is set at £6,500.

The Trustees are hopeful that hire income will once again exceed running costs but do not expect this to happen until the year ended 31 March 2023 at the earliest. Due to the continuing uncertainties of COVID-19 in terms of loss of income from future hires and fundraising events, the Covid-related grant income has been held as a designated fund to cover running costs and loss of income until the situation has normalised or the funds have been used if earlier. As the future becomes more certain, these funds can be released as considered appropriate to cover the costs of the Hub development. A further designated fund of £5,000 have been set aside to cover any emergency repairs including for the pitched roof due to its age.

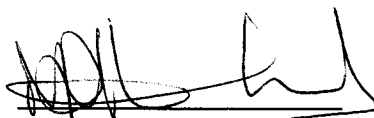
The Hall continues to be financially sound and the Trustees aim to ensure its future sustainability as an asset to the community through the development of the Community Hub.

## Trustee Approval

The trustees declare that they have approved the trustees' report above for the year ended 31 March 2020. Signed on behalf of the trustees on 4 June 2021:



Gina Antczak, Treasurer



Michael Husband, Chairman

# East Boldre Village Hall

CIO Registration No. 1164549

## **Independent Examiner's Report to the trustees/members of the East Boldre Village Hall on the accounts for the year ended 31 March 2021**

I report to the trustees/members on my examination of the accounts, which are set out on pages 7 and 8, of the above charitable incorporated organisation ('the Charity') for the year ended 31 March 2021.

### **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'). You have chosen to have an independent examination although an audit is not required for this year under section 144(2) of the Act.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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:

- the 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:



Name: John Graves

Relevant professional qualification or body: Fellow of the Institute of Chartered Accountants in England and Wales

Address: Heatherlea House, Main Road, East End, Lymington, SO41 5ST

On Date: 18<sup>th</sup> June 2021

# East Boldre Village Hall

CIO Registration No. 1164549

## Receipts and Payments Accounts

Year Ended 31 March 2021

	Notes	31 March 2021 £	Year Ended 31 March 2020 £
<b>RECEIPTS</b>			
<b>Income, fundraising and interest</b>			
Letting and Hire Receipts	1	217.50	6,185.00
Insurance Claims	2	0.00	200.00
Fundraising Receipts	3	372.00	1,525.00
Bank Interest		212.15	247.53
		<u>801.65</u>	<u>8,157.53</u>
<b>Grants and donations</b>			
Community Hub Grants and Donations	4	553.75	975.01
Community Shop Grants	5	9,670.00	0.00
COVID-19 Grant / Local Council Grant	3	20,636.57	250.00
Other Donations and Gift Aid	3	30.25	128.75
		<u>30,890.57</u>	<u>1,353.76</u>
<b>Total Receipts</b>		<b><u>31,692.22</u></b>	<b><u>9,511.29</u></b>
<b>PAYMENTS</b>			
Electricity & Water		507.51	891.86
Maintenance & Caretaking		4,033.29	3,885.81
Administration		53.23	575.34
Insurance		815.76	792.71
<b>Total running costs</b>		<b>5,409.79</b>	<b>6,145.72</b>
Other Capital Items and Exceptional Costs	2	1,064.17	1,778.60
Fundraising Costs	3	12.81	44.58
Community Hub Costs	4	1,629.73	1,007.22
Community Shop Costs	5	2,716.37	0.00
<b>Total Payments</b>		<b><u>10,832.87</u></b>	<b><u>8,976.12</u></b>
Net Running (Payments) / Receipts		(5,192.29)	39.28
Net other Capital and Exceptional Items	2	(1,064.17)	(1,578.60)
Net Community Hub Grants, Receipts / (Payments)	4	(1,075.98)	(32.21)
Net Community Shop Grants, Receipts	5	6,953.63	0.00
Net other Fundraising, Grants and Donations	3	21,026.01	1,859.17
Net Finance Receipts		212.15	247.53
<b>NET RECEIPTS</b>		<b><u>20,859.35</u></b>	<b><u>535.17</u></b>

## Statement of Funds

	£	Cash funds at	31 March 2021	31 March 2020
<b>Reserves at 31 March 2020</b>				
Restricted Funds Note 6	3,938.00			
Designated Reserves Note 7	5,000.00			
Unrestricted Reserves	11,581.59			
	<u>20,519.59</u>			
Net Receipts for 2020/21	20,859.35			
<b>Reserves at 31 March 2021</b>	<b><u>41,378.94</u></b>			
Restricted Reserves Note 6	9,815.65	Current Account	535.87	733.25
Designated Reserves Note 7	19,380.11	Deposit Account	6,227.60	2,775.87
Unrestricted Reserves	12,183.18	Notice Account	34,520.60	16,810.18
		Petty Cash	94.87	200.29
<b>Reserves at 31 March 2021</b>	<b><u>41,378.94</u></b>		<b><u>41,378.94</u></b>	<b><u>20,519.59</u></b>

## Statement of Assets and Liabilities

	31 March 2021 £	31 March 2020 £
Cash funds	41,379	20,520
Licensed Building (insurance value) (licensed to 31 March 2076)	530,000	530,000
Stock of Books for Sale (at cost)	1,987	2,106
Other non-monetary assets held for functional use (insurance value)	25,000	25,000
Community Benefit Society Creditor / Hire Creditors	(6,954)	(210)

Approved on 4/6/2021 by

Gina Antczak, Treasurer

and

Michael Husband, Chairman

# East Boldre Village Hall

CIO Registration No. 1164549

## Notes to the Receipts and Payments Accounts

Year Ended 31 March 2021

	Year Ended 31 March 2021	Year Ended 31 March 2020
	£	£
<b>1 Analysis of Letting Income</b>		
Meetings	0.00	390.00
Storage fees and furniture hire	0.00	30.00
Dance, Yoga and fitness classes	95.00	2,680.00
Band and choir practice	110.00	680.00
Craft Groups	25.00	350.00
Parties/Receptions/Functions	(75.00)	415.00
Events, training and talks	62.50	890.00
Stage hire and drama classes	0.00	750.00
	<u>217.50</u>	<u>6,185.00</u>
<b>2 Net other capital and exceptional items</b>		
Roof/Window/Storm repairs	(468.00)	(450.00)
Insurance claims	0.00	200.00
COVID-19 supplies	(387.77)	0.00
Car Park resurfacing	(208.40)	0.00
Tables and chairs	0.00	(830.40)
Display cabinet	0.00	(179.00)
Exhibition banner/display panels	0.00	(319.20)
	<u>(1,064.17)</u>	<u>(1,578.60)</u>
<b>3 Fundraising, Grants and Donations</b>		
COVID-19 grant / Local council grant	20,636.57	250.00
Book sales (receipts - costs)		
Sales of Forest Field to Western Front	318.02	1,168.00
Airfield books by Alan Brown	<u>41.17</u>	<u>207.96</u>
Total Receipts £372.00 - Costs £12.81 (LY £1,385 - £9.04)	359.19	1,375.96
Other fundraising events (receipts - costs)	0.00	104.46
Donations	30.25	75.06
Gift Aid repayment	0.00	53.69
	<u>21,026.01</u>	<u>1,859.17</u>
<b>4 Community Hub</b>		
Balance at 1 April	<u>3,938.00</u>	<u>3,970.21</u>
Hampshire County Council Grant (for bat survey)	500.00	0.00
Other Grants, Donations and Gift Aid	53.75	975.01
Meetings, Communications and Team Building	(367.73)	(577.22)
Planning applications	(1,262.00)	0.00
Training, advisory and legal costs	0.00	(430.00)
Total Net Costs in period	<u>(1,075.98)</u>	<u>(32.21)</u>
Balance at 31 March	<u>2,862.02</u>	<u>3,938.00</u>
<b>5 Community Shop</b>		
Bright Ideas Grant	9,670.00	0.00
Planning application and Community Benefit Society costs	(2,183.00)	0.00
Other legal and advisory	(442.37)	0.00
Advertising and communications	(91.00)	0.00
Balance at 31 March	<u>6,953.63</u>	<u>0.00</u>
<b>6 Restricted Funds</b>		
Community Hub Crowd Funding balance (Note 4)	2,862.02	3,938.00
Community Shop Bright Ideas Grant (Note 5)	<u>6,953.63</u>	<u>0.00</u>
	<u>9,815.65</u>	<u>3,938.00</u>
<b>7 Designated Funds</b>		
Exceptional repairs and maintenance	5,000.00	5,000.00
Covid-19 grants received less net costs	<u>14,380.11</u>	<u>0.00</u>
Balance at 31 March	<u>19,380.11</u>	<u>5,000.00</u>