

WOOTTON COURTENAY VILLAGE HALL

Charitable Incorporated Organisation

Registered Charity No. 1180907

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2021

WOOTTON COURTENAY VILLAGE HALL

Registered Charity No. 1180907

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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WOOTTON COURTENAY VILLAGE HALL

Registered Charity No. 1180907

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATION

TRUSTEES

Trustees who served during the year were:

Brian Matthews (Chair)

Mary Noble (Vice-Chair)

Barbara O'Keefe (Treasurer)

Deryn Binney

Edward Bishop

Peter Clapham

Amanda Elliot

Bill Hodgson

Claire Lynch

Stephen Parnell

Alan Rowe

PRINCIPLE ADDRESS

West Drayton, Wootton Courtenay, Minehead, TA24 8RH

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a Charitable Incorporated Organisation (CIO) established by a Constitution dated 29 November 2018.

MANAGEMENT

The general management of the CIO is undertaken by a committee of trustees (the Trustees) comprising a minimum of four and a maximum of thirteen trustees in total. Every trustee must be appointed for a term of 3 years by a resolution passed at the AGM. Trustees shall retire from office at the end of the Annual General Meeting, three years after the date on which they came into office, but they may be re-elected or re-appointed.

WOOTTON COURTENAY VILLAGE HALL

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)

MANAGEMENT (cont'd)

Those persons holding the roles of Chairman, Vice Chairman and Treasurer (Officers) respectively, shall be charity Trustees for as long as they hold those roles and shall be elected to those positions at the AGM. The Nominated Trustees shall be appointed by each of the clubs and organisations that use the hall facilities from time to time along with a representative of the Wootton Courtenay Parish Council and All Saints Church. The Co-opted Trustees may be appointed if the Trustees decide additional Trustees are required for the effective administration of the CIO.

OBJECTIVES AND ACTIVITIES

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of Wootton Courtenay without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving conditions of life of the said inhabitants. In furtherance of this purpose but not otherwise to hold the land and buildings known as Wootton Courtenay Village Hall.

Decisions involving capital expenditure and hire of the hall take into account the Charity Commission's public benefit guidance and are specifically aimed at providing a Community Facility for 365 days of the year.

Except when closed due to Covid-19 (as was the case during much of FY 2020-21) the hall was used for a wide range of activities for the benefit of the local community, including:

- Regular village clubs: art group, pilates, yoga, table tennis, amongst others.
- Film and theatre nights: showing box-office films and recorded theatrical performances.
- Other village events: fund-raising events, lectures, celebrations, etc.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives in planning future activities.

WOOTTON COURTENAY VILLAGE HALL

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE

In accordance with Government Covid-19 restrictions, the hall has been closed for the whole of the 20/21 year, with the exception of four months at the end of 2020, re-opening on May 17th 2021.

The following actions were taken to further the purposes of the CIO during the year:

- On 21/12/20 the Land Registry allocated us a Registration Number ST360675 and plan pending full registration which we are advised will be completed by 20/07/21 of the Hall and Land in the CIO's name. This has since been completed.
- A sub-committee was set up to oversee the significant work involved to enable us to continue to operate on a "Covid 19 Secure" basis and keep the hall open in compliance with Government requirements. To assist us in the planning, we decided to join ACRE for £100 per year subscription fee, being the "Action for Communities in Rural England" whose additional support was invaluable.
- Sanding and re sealing the floor to extend its life and reduce slippage.
- Replacement of the contents of the two fuse boxes with 29 RCBO's such that all 29 electrical circuits are now protected for both over current and circuit faults whereas previously only 13 of the 29 circuits had this added circuit fault provision – to comply with the 5 year electrical inspection requirements.
- The purchase of a CD Player to enhance the sound system for those who may wish to play CD music.
- The hard wiring of the Film speaker system for material costs only, with the works being completed by Alan Rowe our new Trustee.
- The provision of a card payment facility to reduce Covid 19 risks.
- Further ongoing matters include the provision of Apex Blinds for the Film Club, a possible extension to provide further facilities and further fire safety works to comply with legislation.

FINANCIAL REVIEW

RESERVES POLICY

Free reserves are maintained at such a level as to provide a contingency fund for all essential repairs and maintenance of the Hall to be undertaken whenever the need arises.

WOOTTON COURTENAY VILLAGE HALL

Registered Charity No. 1180907

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW (cont'd)

FINANCE REPORT

The year started with an opening cashbook balance of £18,253 and concluded the year with a balance of £36,413, a surplus of £18,160. COVID grant funding of £20,707 was received during the year – without this additional funding there would have had an in-year deficit of £2,547. Further COVID grant funding to support us through 2021/22 has been received.

Hall Hire income received a massive hit due to COVID and associated lockdowns. Lettings income of only £914 was achieved, compared with over £5,000 in the previous year. Income from the solar panels has been consistent with the previous year, generating £2,471. The 100-club donated £788 during the year.

The Committee invests in our lovely Hall to ensure that it is well maintained and looked after. During the year the Committee spent over £6,500 on running costs – a detailed breakdown of this expenditure is provided with the accounts. A lot of money is saved when committee members and other skilled villagers give freely of their time and expertise.

GRANTS

The Chairman advised, in accordance with ACRE's advice, that he had applied for numerous Government grants throughout the year to assist with the detrimental effects of the Pandemic on our finances and ensure the continued availability of the hall.

In total we received £20,707 during FY 2020/21.

ADDITIONAL INFORMATION

OFFICERS APPOINTMENTS

In accordance with the Constitution, Alan Rowe was duly elected as the new Chairman commencing 01/04/21 with Brian Matthews as the Vice Chairman.

Alan identified that we needed a Fire Risk Assessment to comply with our obligations to keep the hall open and would focus initially on this work.

TRUSTEES APPOINTMENTS

Similarly, the following Trustees were elected or re-elected:-

For 3 years commencing 01/04/20 Paddy Parnell, Alan Rowe, Claire Lynch.

For 3 years commencing 01/04/21 Peter Clapham, Eddie Bishop, Amanda Elliott.

WOOTTON COURTENAY VILLAGE HALL

Registered Charity No. 1180907

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

ADDITIONAL INFORMATION (cont'd)

SUMMARY

Despite being a very difficult year due to Covid restrictions, I am satisfied that the Trustees took all appropriate actions in order for the Charity to fulfil its charitable purposes and that the Commission's Public Benefit guidance has been taken into account when exercising such decisions.

DECLARATION

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

Signed on behalf of the charity's trustees

Signature	B T Matthews
Name	Brian Matthews
Position	Chair
Date	17 January 2022

WOOTTON COURTENAY VILLAGE HALL

Registered Charity No. 1180907

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOOTTON COURTENAY VILLAGE HALL

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity's trustees 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 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with the 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.

Daniel Peter Stone

Mr D P Stone ACA

Date: 18 January 2022

Chartered Accountant

Dan Stone Accountancy
2 Hangers Way
Dunster
Minehead
TA24 6RT

WOOTTON COURTENAY VILLAGE HALL
Registered Charity No. 1180907
RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31 MARCH 2021

	Restricted funds	General funds	2021	2020
Receipts				
Lettings	-	914	914	5,276
Fundraising	-	-	-	464
Covid Grant Income (Somerset West & Taunton)	-	20,707	20,707	-
Miscellaneous	-	3	3	160
Energy	-	2,471	2,471	2,444
Dunkery Players	-	-	-	500
Donations (100 Club)	-	788	788	780
Events	-	-	-	275
Film & Theatre Group (combined)	-	390	390	2,314
Total Receipts	-	25,273	25,273	12,213
Payments				
Hall Running Costs (note 1)	-	6,556	6,556	7,223
Fundraising Donations	-	-	-	464
Film & Theatre Group (combined)	-	336	336	1,837
Miscellaneous	-	221	221	675
Total Payments	-	7,113	7,113	10,199
Net of Receipts/(Payments) *	-	18,160	18,160	2,014
Transfers Between Funds	-	-	-	-
Cash Funds at 1 April 2020	-	18,253	18,253	16,239
Cash Funds at 31 March 2021	-	36,413	36,413	18,253

WOOTTON COURTENAY VILLAGE HALL
Registered Charity No. 1180907
Statement of Assets and Liabilities as at 31 March 2021

	Restricted funds	General Funds	2021	2020
TSB Current Account	-	36,413	36,413	18,253
	-	36,413	36,413	18,253

Other Monetary Assets

None

Investment Assets

None

Assets Retains for the Charity's Own Use

The CIO owns and has registered title to Wootton Courtenay Village Hall and the land which it stands. The CIO also owns all of the fixtures and most of the equipment in the hall.

Liabilities

None

Approved by the board of trustees and signed on their behalf by:

Signature **B T Matthews**

Name **Brian Matthews**

Date **17 January 2022**

WOOTTON COURTENAY VILLAGE HALL
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Notes to the Accounts for the Year Ending 31 March 2021

Note 1 - Hall Running Costs

Electricity		182	
Oil		253	
water		56	
Cleaning		<u>793</u>	1,284
BTM Reimburse	Misc.	46	
BTM Reimburse	Land reg Fees	190	
BTM Reimburse	Covid Secure Equip.	367	
BTM Reimburse	Misc.	99	
TFC	Floor Resurfacing	980	
Crosswells	Electrics misc.	422	
Crosswells	Fuse Box RCBOs	1,287	
WOE Fire	Extinguishers	112	
FPS	Alarm Panel Inspectn.	189	
Richard Floyde	Emergency Lights	85	
Freeguard	Boiler Service	<u>116</u>	3,893
Norman	Gardening		394
Allied Westminster	Insurance		<u>985</u>
Total			6,556