

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2021**

### **Trust's Chairman**

Jeff Brewster continues as the chairman of the Trust.

### **The Trust and its charitable objective**

The Trust was established by deed and registered with the Charity Commission in 1975 - Registered N<sup>o</sup>. 270556. Modifications to the rules in the Deed were registered in 2003, 2005, and 2007. The Trust's charitable objective is "to provide community hall facilities for the use and benefit of the inhabitants of and organisations within the parish of Shipham".

### **Governance and day to day management**

A council of trustees administers the Trust. Trustees are elected annually either by parishioners at the trust's AGM or by village organisations with the right to representation on the trust council. A management committee is elected from these trustees to oversee daily operation of the hall.

The trust deed lays down the powers governing the trust council and requires the premises to be kept in good repair and insured against fire, theft, public liability and other insurable risks.

Those village organisations empowered to appoint trustees to represent them on the trust council have changed since the trust's inception. Although 7 out of the original 14 organisations are no longer active, and have lost their right to representation, 10 new village organisations and a co-opted member have been added under the deed's provisions (as annotated with an \* in the list below).

We are proud to announce that this summer the hall once again retained the top 3 star Hall Mark rating held since the scheme was introduced and it was recognised as 'Best Village hall in Sedgemoor'

### **The 24 current trustees are:**

**Independent trustees** - elected annually by parishioners at the AGM of the trust

Ken Chalk	Tony Davies	Peter Downing	Paul Edwards
Ian Firth	John Moorhouse	Keith Scanlon	Helen Ingleby

**Representative trustees** - elected at the AGMs of the respective village organisations

Molly Hitchcock	Friends of Shipham School*
Amanda Firth	Save the Children Lunches*
Elizabeth Palmer	Shipham Active Living Group*
Jeff Brewster	Shipham Photography Group*
Katherine Leach	Shipham Community Allotment*
Jane Sanders	Shipham Community Cinema*
Steve Dodd	Shipham Football Club
Reg Bryant	Shipham Gardening Club
Sally Hansford	Shipham Guides & Brownies
Ray Burgess	Shipham History Society*
Louise Holley	Shipham Parent and Toddler Group*
Debbie Andrews	Shipham Players*
Appointee awaited	Rowberrow PCC
Margaret Howell	Shipham PCC
Helen Stickland	Shipham, Rowberrow & Star Women's Institute
Sarah Norwood	Shipham Scouts and Cubs
Appointee awaited	Shipham Wine Information Group*

### **Co-opted trustee**

Kate Hillis	Shipham Parish Council*
-------------	-------------------------

### **The management committee at the date of this report were:**

**Trustees:** Jeff Brewster Ray Burgess Ken Chalk Tony Davies Steve Dodd  
Paul Edwards Sally Hansford Helen Ingleby John Moorhouse

**Co-opted:** Stephen Foster Pete Ovenden Tony Packer (Hall Manager)

### **Contact information**

**For enquiries for availability and booking** of any rooms contact our bookings clerk, Katie Ovenden, either **by e-mailing** [Shiphamhall.bookings@gmail.com](mailto:Shiphamhall.bookings@gmail.com) or by **phone** on the dedicated number **07821720152**, and if necessary leave a message requesting a call back.

**All other communications** should be sent to the Hon. Secretary. (See contact details on the website)

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2021**

**The principal officers** and their respective contact information are:

**Chairman:**

Mr J Brewster, 22 Beech Rd.  
Shipham, BS25 1SB  
Tel: 01934 844166

**Hon. Secretary:**

Mr N A Davies, Callow Cottage  
Cuck Hill, Shipham, BS25 1RD  
Tel: 01934 843951

**Hon. Treasurer:**

Mr S Dodd, 1 The Square  
Shipham, BS25 1RB  
Tel: 01934 843660

### **Public Benefit**

Interest in the hall is stimulated by word of mouth, listings in local free periodicals and on the web at [www.shiphamhall.co.uk](http://www.shiphamhall.co.uk), the community site [www.somersetccc.org.uk](http://www.somersetccc.org.uk), and [www.hallshire.com](http://www.hallshire.com).

The Hall is normally well used by both villagers and those from outside the village, enhancing the social wellbeing of the village and its neighbours. The hall accepts bookings from any applicant provided specified rooms requested are not already booked when required and subject to its latest terms and conditions of hire. No exclusions are applied based on residence, persuasion, or opinion.

Regular activities are published on our web site and notice boards. These include many village organisations and a wide variety of activities. These activities provide for a wide spread of interests for all age groups, particularly those arranged for art, dance, fitness, and childrens' activities. The Hall is a popular venue for weddings, anniversary celebrations, parties, and charity fund raisers.

### **The Impact of the Covid-19**

As a result of government stipulations the hall remained closed for much of the financial year. Just as bookings were recovering the hall was required to close again in November 2019 and did not reopen until May elections. The limitations on numbers were then relaxed but there were very few hires until after the financial year end on 30th June. Before each reopening the committee had taken all the action required to mitigate the risks of Covid in line with government advice and continues to do so.

Fortunately the loss of rental income since the start of the pandemic has been more than offset by the grants that the trust has received from the government, with a further £18,734 received this financial year adding to the £10,176 in the previous year. These were sufficient to meet the shortfall in income in both years and also meet some of the ongoing shortfall while bookings fully recover.

### **The Premises**

The building was completed to a high standard in 2005 and in order to maintain those standards there is an extensive annual refurbishment program. As funds became available the trust has extended and upgraded the building, its equipment, and external areas as considered appropriate.

### **The Facilities**

Hirers may either hire the whole building, or one or a combination of the following:

- A large spacious main hall with a well-equipped stage, cinema standard projection and sound
- A large kitchen, built and fitted out to a professional commercial standard
- A convivial meeting room with its own kitchenette that is ideal for smaller group meetings
- A small club/committee room, with toilets, that converts into a bar area for larger events

True-Speed's high speed internet is freely available throughout the building and each meeting rooms has in individual hearing loop systems, projection facilities and audio systems.

There is parking for approximately 60 cars.

### **Reserves Policy**

The policy requires that the management committee ensures that funds are always available to meet any regular payments due. Periodic assessments determine the level of funds that may be needed when equipment replacements are necessary and or other cost of work that may be needed to maintain the high standards of the premises. These regular assessments address:

- the life all fixed assets to determine those requiring replacement within 5 years
- the impact of inflation and technology on the potential cost of their replacements
- the costs of replacing or renovating equipment not treated as a depreciating asset
- expenditure that may be required to renovate the building's fabric or grounds

For this purpose the funds may include those available at the time of review, plus those reasonably expected to be set aside from operations, other regular income, and depreciation before any forecast expenditure becomes due. Any surplus funds may be applied to improve either equipment or premises.

This ensures timely program of replacements and implementation of desirable improvements.

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2021**

### **Commentary on the accounts to 30 June 2020**

A brief summary of the accounts is attached on page 4.

There was an overall surplus for the year of all income, including grants, after expenses, depreciation, and exceptional charges of £7,288. This compared to £8,786 in the previous year.

During the brief periods that the hall was allowed to open hire income generated was only £8,034, compared to the historic norm of circa £30K p.a. before Covid struck. Obviously no fund-raising could take place in the year.

Although the weather was not quite as advantageous as the previous year solar panel income was only a little less at £3,434.

Interest earned continues to be negligible due to the paucity of available interest rates.

The general operational loss before grants for the year was £13,791 compared to £4,059 for 2019/20, with all non-essential and avoidable expenses strictly limited, but still totalling £16,950. Payments to both the bookings clerk and the cleaner were maintained. Annual service charges for electricity, gas, water, maintenance, and licences were also required and the hall was kept heated during the colder months.

Under the depreciation policy the costs of equipment are conservatively written down over either 5 or 10 years, based on minimum anticipated life, to provide funds for eventual replacements as and when needed. The solar panels are an exception with an advised 20 year life considered appropriate.

There were no additions to equipment, and no disposals, during the year. However as some assets became fully depreciated at the end of last year the annual depreciation charge fell by £1,114.

£5,000 of the overall surplus for the year has been transferred to the premises contingency fund set up to maintain or improve the long term performance of the building and meet the replacement cost of integral fixtures and fittings of the building which are not being depreciated annually. Expenses met by the fund in the year were £1,375. As a result the contingency fund at the year-end stood at £20,505.

At 30 June 2021 the historic costs of equipment were £140,205 and land and buildings were £530,154. The cost of the premises is not depreciated even though these include some "landlord's fixtures and fittings". The Trust accepted the insurance agency's offer of a free online professional revaluation of the property for insurance purposes and this was finalised in November 2021. This estimated a total rebuilding cost of c. £1.1million with the insured cover in the event of a claim increased by 25% free of charge in return for completing the valuation survey.

Net current assets had increased to £70,345 and the cash available is definitely considered adequate to meet our commitments and possible renovation or replacement of equipment as required in the next few years. At the end of June 2021 the total reserves were £634,604

### **The Current Year 2021/22**

Grants have again mitigated the continuing impact of Covid and regular hires are now back close to normal. However it is difficult to make forecasts with the risks of Covid 19 uncertain. Fortunately cash reserves of the hall are healthy, although further loss of income may eventually mean some future fund raising may be desirable. Hire charges were last increased from July 2019 and may possibly need to be reviewed once the use of the hall has recovered or established a new norm.

### **Professional Support**

Lloyds Bank plc is used to bank rental income and CAF Bank Ltd is used for all other regular transactions. There is also a 90 day notice deposit account with Julian Hodge Bank Limited.

Mr Dennis Carroll was appointed as the independent examiner last year.

### **Signature and Declaration**

I declare, in my capacity as Secretary, that the Trustees have approved the report above and have authorised me to sign it on their behalf.

*N.A. Davies*

Hon Secretary

24<sup>th</sup> January 2021

**Report of the Trustees for the year ended 30<sup>th</sup> June 2021**

**Summary presentation of accounts**

<b>Income &amp; Expenses Summary</b>	<b>y.e.30/06/21</b>	<b>y.e.30/06/20</b>
<b>General hall operation</b>	£	£
Hire charges	8,034	25,461
General hall expenses	-16,950	-25,381
Net (loss)/Income before depreciation	-8,916	80
Depreciation of equipment	-4,875	-5,989
Gain on sale of redundant equipment	0	1,850
<b>Operational loss</b>	<b>-13,791</b>	<b>-4,059</b>
<b>Non-operational income</b>		
Net fund raising proceeds	0	0
Grants and donations	18,784	10,176
<b>Solar energy contribution</b>		
FIT export income	3,434	3,748
Solar equipment depreciation	-1,370	-1,370
Net gain from solar	2,064	2,378
Interest on deposits	231	291
<b>Non-operational total surpluses</b>	<b>21,079</b>	<b>12,845</b>
<b>Overall surpluses available</b>	<b>7,288</b>	<b>8,786</b>
Transfer to Premises contingency fund	-5,000	-7,000
<b>Transfer to General Reserves</b>	<b>2,288</b>	<b>1,786</b>
<b>Premises Contingency Fund movements</b>		
Transfer for the year	5,000	7,000
Expenditure in the year	-1,375	-2,762
Increase in the fund in the year	3,625	4,238
<b>Balance Sheet Summary</b>		
<b>Fixed Assets</b>		
Land and premises	530,154	530,154
Equipment cost	140,205	140,205
Equipment depreciation	-105,432	-99,855
<b>Net book value of fixed assets</b>	<b>564,259</b>	<b>570,504</b>
<b>Net Current Assets</b>		
Cash and deposits	68,124	58,899
Debtors	4,118	3,054
Current liabilities	-1,898	-4,664
<b>Net current assets</b>	<b>70,344</b>	<b>61,945</b>
<b>Total Assets</b>	<b>634,603</b>	<b>622,666</b>
<b>Premises Contingency Fund</b>	20,505	16,880
<b>General Reserves Fund</b>	614,098	611,809
<b>Total Reserves</b>	<b>634,603</b>	<b>628,690</b>

The full accounts for the year ended 30 June 2021 and the independent examiner's report are available as a separate document

# Shipham Village Hall Trust

## Statement of Finances for the year ended 30 June 2021



Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2021

**Independent Examiner's Report  
To the Trustees of Shipham Village Hall Trust**

I report to the trustees on my examination of the accounts of Shipham Village Hall Trust ("the Trust") for the year ended 30 June 2021, which are set out on pages 3 to 6.

**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 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.

Denis Carroll ACMA  
25 Beech Road  
Shipham  
Somerset  
BS25 1SA  
18 January 2022

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2021

**Income & Expenditure Account  
Year Ended 30 June 2021**

	Note	Year ended 30 June 2021 £	Year ended 30 June 2020 £
<b>INCOME</b>			
<b>Income from charitable activities</b>			
Hire charges		8,034	25,461
Fundraising	1	0	0
Donations & grants	2	18,734	10,176
Other	3	50	1,850
		<b>26,818</b>	<b>37,487</b>
<b>Solar energy income</b>	4	3,434	3,748
<b>Interest on deposits</b>	5	231	291
<b>TOTAL INCOME</b>		<b>30,483</b>	<b>41,526</b>
<b>EXPENDITURE</b>			
<b>Direct charitable expenditure</b>			
Fundraising costs	1	0	0
Wages		(2,964)	(2,912)
Honoraria to bookings clerk		(3,960)	(3,960)
Insurance	6	(1,595)	(1,516)
Electricity	7	(924)	(1,497)
Gas	7	(1,826)	(2,227)
Water and sewerage		45	(330)
Annual maintenance contracts	8	(2,741)	(3,067)
Repairs and maintenance	9	(1,361)	(4,880)
Exterior premises renovation works	10	(68)	(500)
Cleaning		(328)	(1,430)
Broadband, WIFI and alarm phone line		(92)	(223)
Officers' postage and stationery		0	0
Annual licences		(1,057)	(1,121)
Independent examiner		(0)	(69)
Other	11	(79)	(1,649)
<b>TOTAL EXPENDITURE</b>	12	<b>(16,950)</b>	<b>(25,381)</b>
<b>TOTAL NET INCOME</b>		<b>13,533</b>	<b>16,145</b>
Depreciation	14	(6,245)	(7,359)
Premises contingency fund	17	(5,000)	(7,000)
<b>NET SURPLUS</b>		<b>2,288</b>	<b>1,786</b>

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2021

**Balance Sheet**  
**Year Ended 30 June 2021**

	Note	Year ended 30 June 2021 £	Year ended 30 June 2020 £
<b>FIXED ASSETS</b>			
<b>Land at cost</b>		28,281	28,281
<b>Premises at cost</b>	13	501,873	501,873
<b>Equipment</b>	14		
Net Book Value b/f		40,350	30,567
Additions		0	17,141
Disposals at Net Book Value		0	0
Depreciation		(6,245)	(7,359)
Net Book Value c/f		34,105	40,350
<b>TOTAL FIXED ASSETS</b>		<b>564,259</b>	<b>570,503</b>
<b>CURRENT ASSETS</b>			
<b>Cash at bank</b>			
Lloyds Bank plc - instant access	15	601	544
CAF Bank Limited - Cash Account Trust 1	16	2,215	1,277
CAF Bank Limited - Gold Account Trust 2	16	33,134	25,132
Julian Hodge Bank Limited - 90 day notice	16	32,174	31,946
<b>Debtors</b>			
Hire charges		1,467	106
Solar FIT		1,531	1,600
Other prepayments and accrued income		1,120	1,348
<b>TOTAL CURRENT ASSETS</b>		<b>72,242</b>	<b>61,953</b>
<b>CURRENT LIABILITIES</b>			
<b>Accruals and provisions</b>			
General accruals and provisions		(898)	(1,333)
Hirers' deposits held and prepaid rents		(1,000)	(2,434)
<b>TOTAL CURRENT LIABILITIES</b>		<b>(1,898)</b>	<b>(3,767)</b>
<b>NET CURRENT ASSETS</b>		<b>70,344</b>	<b>58,186</b>
<b>TOTAL NET ASSETS</b>		<b>634,603</b>	<b>628,690</b>
<b>REPRESENTED BY</b>			
<b>Premises contingency fund</b>	17		
Brought forward		16,881	12,643
Additions		5,000	7,000
Withdrawals		(1,376)	(2,762)
Carried forward		20,505	16,881
<b>General reserves fund</b>			
Brought forward		611,810	610,023
Surplus for the year ended 30 June 2019		2,288	1,786
Carried forward		614,098	611,809
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	18	<b>634,603</b>	<b>628,690</b>



Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2021

**Notes to the statement of finances**

1. In accordance with custom, fund raising events on behalf of the trust have only generally been run every other year. However, no fundraising events have been held in the year as there are no current projects requiring funds.
2. A grant of £18,707 was received from Sedgemoor District Council to mitigate the loss of rental income and the increase in cleaning costs due to the impact of Covid 19.
3. Other income relates to a donation of £50 made in recognition of occasional informal use of the hall car park.
4. Receipts from Feed in Tariff and exported energy generated by the solar panels have dropped by 8% (2020: +11%). This figure is before deducting £1,070 for depreciation of the solar systems equipment.
5. Interest income remained relatively steady and available interest rates remain very low.
6. Insurance cover is provided by an Allied Westminster Village Guard policy. The broker reduced their policy rates in general in 2019 and a further saving was secured by agreeing to a 5-year term of insurance ending 12 December 2023.
7. Utility charges are likely to continue to increase over time but the full impact of the increases to date has been subdued by the closure of the hall during the Covid 19 lockdown.

8. Annual contracted maintenance costs:	2021	2020
	£	£
Kitchen bi-annual deep cleans	178	188
Hall floor refurbishment	800	800
Gas equipment and heating systems	372	515
Septic tank clearance	283	276
Security systems	472	570
Doors and windows	300	300
Fire-fighting and electrical equipment	254	336
Children's play area safety report	82	82
	<u>2,741</u>	<u>3,067</u>

Annual contracted maintenance activity has taken place despite the lockdown in order to maintain the high standard of the hall's facilities and to comply with relevant regulations. Costs have remained relatively predictable.

9. Repair and maintenance costs:	2021	2020
	£	£
Internal redecorating of the building	0	984
Certification of electrics	300	435
Grounds maintenance and repair	820	1,408
Solar system triennial service provision	0	150
Internal and external lighting repairs	220	243
Central heating repair	0	234
Repair kitchen equipment	0	866
Plumbing repairs	0	175
Firefighting & electrical equipment	0	0
Sundry small repairs or replacements	21	385
	<u>1,361</u>	<u>4,880</u>

Repair and maintenance costs are significantly lower this year due to the prolonged closure of the hall. Expenditure on repairs to the fire alarm system, smoke detectors, the main entrance door and the boiler have been charged to the premises contingency fund (£1,376). The solar system has been serviced since the year end and no further accrual was required in 2021.

10. External renovation works:	2021	2020
	£	£
Exterior paths, trees and hedges	<u>68</u>	<u>500</u>

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2021

11. Other expenditure relates to standard monthly bank charges totalling £78.
12. Three of the Trustees and the Hall Manager were reimbursed a total of £756 for purchases of equipment and/or materials for use in the hall made at the request of the management committee. Total repayments of this expenditure were: Jeff Brewster £236, Ray Burgess £21, John Moorehouse £351, Tony Packer £148.
13. Premises insured value  
We accepted the insurance agents' offer of a free revaluation of the property in November 2021 by the firm "Rebuild Cost Assessment" for insurance purposes.  
This revalued the premise at £1,054,571 (inclusive of professional fees and demolition).  
The insured replacement value is uplifted free of charge by 25% to give a maximum claim value of £1.356m  
This value compares with a total cost of £564,259 in the accounts, being £530,154 for premises, and £34,105 included in equipment that is the net book value of landlord's fixtures and fittings and solar panels.
14. Equipment and depreciation  
There were no additions or disposals of fixed assets in the year.  
The depreciation policy writes down the cost of equipment over its minimum expected life to provide the money for their eventual replacement when needed.  
The minimum expected life selected is set at either 5, 10 or 20 years, with the original cost and net book value at 30 June 2021 for each category shown below in brackets:  
**5 yr. life:** Kitchenware, computers, general sanitary ware, and sundries (Cost £9,100; NBV £402)  
**5 yr. life:** Audio/video equipment, curtains, and floor coverings (Cost £25,628; NBV £131)  
**10 yr. life:** All other equipment and furniture (Cost £84,075; NBV £24,450)  
**20 yr. life:** Solar panels (Cost £21,403; NBV £9,121)  
**Total:** All equipment (Cost £140,206; NBV £34,105)  
Within the total depreciation charge £1,070 related to solar panels and their inverters.  
Land and premises are not depreciated but replacements of major equipment included originally in the building cost are now added to equipment and depreciated.
15. Lloyds Bank plc is used to bank rental income and CAF Bank Ltd is used for all other regular transactions.
16. Short-term funds are placed in a 90-day notice account with Julian Hodge Bank Limited and CAF Bank Gold account, earning interest during the year at 0.6% and 0.01% respectively.
17. A transfer to the premises contingency fund is made annually to contribute towards the cost of future major replacements or repairs of the premises, equipment and fittings integrated within the building that have not been designated as equipment in the accounts.  
A further transfer of £5,000 was made at the end of the year.  
During the year costs of £1,376 were incurred that have been charged against the premises contingency fund, including:
  - Repair and replacement of fire alarms and detection equipment £769
  - Boiler repairs £287
  - Repair to main entrance door £320.
18. There are no restricted or endowment funds.

The Income and Expenditure Account, Balance Sheet and notes relating to the period ended 30 June 2021 are as approved by the Trustees of Shipham Village Hall Trust.

Stephen Dodd  
Honorary Treasurer  
18 January 2022

**Independent Examiner's Report  
To the Trustees of Shipham Village Hall Trust**

I report to the trustees on my examination of the accounts of Shipham Village Hall Trust ("the Trust") for the year ended 30 June 2021, which are set out on pages 3 to 6.

**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 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.

Denis Carroll ACMA  
25 Beech Road  
Shipham  
Somerset  
BS25 1SA  
18 January 2022