

**WOOTTON COURTENAY VILLAGE HALL**

**Registered Charity No. 1180907**

**REPORT OF THE TRUSTEES**

**AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

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**FOR THE YEAR ENDED 31 MARCH 2022**

**REFERENCE AND ADMINISTRATION**

**TRUSTEES**

Trustees who served during the year were:

Alan Rowe (Chair)

Brian Matthews (Vice-Chair)

Barbara O'Keefe (Treasurer)

Mary Noble (Secretary)

Deryn Binney

Edward Bishop

Peter Clapham

Bill Hodgson

Claire Lynch

Amanda Elliott (retired 18<sup>th</sup> August 2021)

Katharine McKenzie (joined 11<sup>th</sup> September 2021)

Stephen Parnell

**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.

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**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 prior to 17<sup>th</sup> May 2021) 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**

### **AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

#### **ACHIEVEMENTS AND PERFORMANCE**

In accordance with Government Covid-19 restrictions, the hall was closed at the start of the 20/21 year, re-opening on May 17<sup>th</sup> 2021. From May 17<sup>th</sup> to the end of year 20/21 all regular village clubs were allowed to use the hall free of charge, to encourage a return to normal activities after a very difficult period.

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

- A sub-committee continued to oversee the significant work involved in enabling the hall to operate on a "Covid 19 Secure" basis and keep the hall open in compliance with Government requirements. Advice from ACRE ("Action for Communities in Rural England") was carefully noted and followed.
- Implementation of improvements from the Fire Risk Assessment undertaken during the previous financial year: installing automatic closers on two internal doors; reversal of the East fire exit and fitting a panic bar; installation of a new fire alarm panel (the old panel had developed a fault); and replacing a powder extinguisher in the kitchen with a Clean Agent extinguisher.
- Fitting new guttering and downpipes, needed to preserve the fabric of the building and improve safety, since the leaking gutters were making walkways dangerously slippery.
- Implementation of a new hall booking system to make it easier to check on availability, request bookings, and to dramatically streamline the whole booking and invoicing process.
- Additional planting to improve the hall's appearance, and to support our environmental aims.
- Eradication of some significant timber rot under the east fire door.

Further ongoing matters include the provision of Apex Blinds for the Film Club, and a possible extension to provide further facilities.

#### **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.

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**FOR THE YEAR ENDED 31 MARCH 2022**

**FINANCIAL REVIEW (cont'd)**

**FINANCE REPORT**

The year started with an opening cashbook balance of £36,413 and concluded the year with a balance of £43,959, a surplus of £7,546. COVID grant funding of £11,852 was received during the year – without this additional funding there would have had an in-year deficit of £4306.

Hall Hire income was dramatically reduced from normal due to COVID and from waiving all hire fees for the regular village clubs (see above). Lettings income of only £574 was achieved, compared with a typical figure in the region of £5,000 in pre-Covid years. Income from the solar panels was consistent with the previous year, generating £2,373. The 100-club donated £850 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 £6,800 on running costs. This would have been significantly higher, but a lot of money is saved when committee members and other skilled villagers give freely of their time and expertise. The main areas of expenditure include:

- Oil, electricity and water £907
- Insurance £ 1,089
- Cleaning £816
- Gardening £724 (this cost includes routine maintenance and our new planting scheme)
- Buildings repairs and maintenance: £3,340 (compared to £3893 in the previous year).  
The main costs here were:
  - Fire safety compliance costs, Fire safety works and automatic door closers: £1567
  - Guttering: £1174
  - Lighting £213
  - Plumbing costs £49
  - Other building costs: £337
- Accountancy fees: £400
- Legal fees: £439 (CIO land registry registration)
- Hall booking system annual subscription: £240

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**FOR THE YEAR ENDED 31 MARCH 2022**

**ADDITIONAL INFORMATION**

**OFFICERS APPOINTMENTS**

In accordance with the Constitution, committee officers retain their post until they resign. There were no changes to the committee officers during the year 21/22.

**TRUSTEES APPOINTMENTS**

During the year, Amanda Elliott resigned as a Trustee, and Katharine McKenzie was appointed as a new Trustee. Katharine's appointment was unanimously approved at the AGM.

The following Trustees were re-elected for a further 3 year term:-

Mary Noble (committee secretary) and Bill Hodgson

**SUMMARY**

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      A. J. Rowe

Name            **Alan Rowe**

Position        **Chair**

Date             26<sup>th</sup> September 2022

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**FOR THE YEAR ENDED 31 MARCH 2022**

**RECEIPTS AND PAYMENTS ACCOUNTS**

Annual accounts have been submitted in a separate file.

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**REPORT OF THE TRUSTEES**

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**FOR THE YEAR ENDED 31 MARCH 2022**

**STATEMENT OF ASSETS AND LIABILITIES AS OF 31<sup>st</sup> MARCH 2022**

	Restricted funds	General funds	2022	2021
TSB current account	---	£43,959.00	£43,959.00	£36,413.00
	---	£43,959.00	£43,959.00	£36,413.00

**Other monetary assets**

None.

**Investment assets**

None.

**Assets retained for the CIO's own use**

The CIO owns, and has registered title to, Wootton Courtenay Village Hall and the land on 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      A. J. Rowe

Name            **Alan Rowe**

Position        **Chair**

Date             22<sup>nd</sup> September 2022



**WOOTTON COURTENAY VILLAGE HALL ANNUAL ACCOUNTS 2021/22**

<b>Year Ending 31st March 2022</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
		<b>£</b>
<b><u>PROFIT &amp; LOSS</u></b>		
<b><u>INCOME</u></b>		
Lettings	574	914
COVID Grant Income (Somerset West & Taunton)	11,852	20,707
Miscellaneous	0	3
Energy Generation	2,373	2,471
Dunkery Players		
IOO Club	850	788
Fim & Theatre Group (combined)	1,122	390
	<b><u>16,772</u></b>	<b><u>25,273</u></b>
<b><u>EXPENDITURE</u></b>		
Hall Running Costs	6,876	6,556
Film & Theatre Group (combined)	1,095	336
Accountancy Fees	400	
Legal Fees	439	
Miscellaneous	415	221
	<b><u>9,226</u></b>	<b><u>7,113</u></b>
<b>Surplus of Income over Expenditure</b>	<b><u>7,546</u></b>	<b><u>18,160</u></b>
<b><u>BALANCE SHEET</u></b>		
Opening Cash at Bank	36,413	18,253
Surplus	7,546	18,160
<b>Closing Balance</b>	<b><u>43,959</u></b>	<b><u>36,413</u></b>

These Accounts have been inspected and found to be in order

*Sara Maskall*  
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Sara Maskall

Date: *12 August 2022*  
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