

**Upham New Millennium Village Hall**  
**Trustees' Report and Financial Statements**  
**Year Ending 30 April 2022**

## **Summary**

This financial year has certainly been more active than the last. COVID restrictions started to be lifted from the middle of May 2021 and our regular hirers started to slowly return with bookings for one-off events starting again during the summer of 2021 and picking up apace throughout the remainder of the year. We were lucky enough to attract some extra regular hirers which was a welcome boost. It was wonderful to see so many party and other one-off event bookings that had been postponed or cancelled during the pandemic being rebooked, ensuring a very busy year for the village hall. People were definitely wanting to celebrate once the restrictions were eased.

It was quite a productive year in terms of new installations at the hall. In July 2021, the oil boiler, which we believe was the original one from when the hall was built in 2000, was finally replaced with a more environmentally friendly air source heat pump. It has seen its first winter and seems to have worked well, with no complaints of being cold; indeed, there were a number of occasions when the radiators had to be turned down.

The lawn area outside the main room has been problematic for some time; it was in constant need of reseeding due to mole activity, flooding and shade from trees. The decision was taken to put down artificial grass to hopefully create a lasting, and slightly less patchy looking, area and installation took place in October 2021.

It was noted that a small copse of trees near the car park entrance contained trees that were growing very close together, causing some trees to become stunted and blocking out much light to the ground below. Following a survey of the trees, work took place in the autumn of 2021 to thin out this area of trees and also remove three ash trees elsewhere in the car park which had succumbed to ash dieback.

In January 2022, the hall joined the 21<sup>st</sup> century by installing wifi which all users of the hall can access. This has already been useful at meetings where some people are unable to attend in person but can join via an online platform.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events, and we are grateful to them for adhering to the additional terms and conditions that were in place.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees would like to thank Claire Gregory who fulfilled the role of Booking Agent from August 2018 to July 2021. Sandra Rees took over the role of Booking Agent from this point and the Trustees welcome her to the team.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

Income from bookings was greatly improved this financial year but, due to investment in items such as the new air source heat pump and artificial grass, a deficit of £13,375 was recorded.



## ***Report of the Trustees***

### **1. Introduction**

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
- (b) such other information relating to the charity or to its trustees or officers

as may be prescribed by regulations made by the Secretary of State.

### **2. Reference and Administrative Details of the Charity, its Trustees and Advisers**

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2022:
  - Keith Dalley
  - Helen Firth
  - Jane Gillen
  - Roy Kimble
  - Claire Parry
- (e) The Trust has no employees but engages the services of a booking agent, cleaners and a caretaker.
- (f) Other relevant organisations are:
  - Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA
  - Independent Examiner: Jason Foxwell, independent-examiner.net, 39 Enfield Road, Poole, BH15 3LJ

### **3. Structure, Governance and Management**

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9<sup>th</sup> March 2004. The Trust is an unincorporated association.
- (b) The management committee comprised five elected members and three other members, who attend in an advisory capacity. The elected members are from some of the organisations that regularly use the village hall. Those organisations include Upham & District Gardening Club, Ringcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, Viking Re-enactment and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:



- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The booking agent and caretaker also attended or provided reports for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman and a Treasurer. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of a bookings agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor and a caretaker on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

#### **4. Objects and Activities**

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
  - Meetings, lectures and classes, and
  - Other forms of recreation and leisure-time occupation
 with the object of improving the conditions of life for the inhabitants.
- (b) The Trust seeks to fulfil its objectives:
  - by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;



- by maintaining the attraction of the Hall in a competitive market;
- by preserving the security and cleanliness of the Hall;
- by the good upkeep of the Hall's decoration, plant and fittings.

#### **5. Hiring Agreement**

Use of the Village Hall is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. The additional COVID risk assessments and terms & conditions that were drawn up to enable hirers to safely use the hall during the pandemic were amended as and when government guidance changed.

#### **6. Licences**

The Hall has a Premises Licence (which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall) and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

#### **7. Insurance**

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £988,000
- contents (up to £22,900)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

The management committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

#### **8. Building and External Works Issues**

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked, parts replaced and tested have been undertaken. In addition:

- At the end of July 2021, an air source heat pump was installed, replacing the old (and original) oil boiler. During its first winter of operation, it worked well;
- In the autumn of 2021, three ash trees that had been identified as having Ash Dieback were removed. A small number of trees were also removed from a copse to create more room for the remaining trees to grow properly and to create more light for the understorey;
- In October 2021, an area of ground at the rear of the hall was replaced with artificial grass;



- In January 2022, the village hall installed wifi which can be accessed by all users of the hall.

## **9. Achievement and Performance**

The COVID restrictions began to be lifted from May 2021 enabling our regular hirers to slowly return as and when they felt comfortable doing so. We were lucky enough to attract a couple of extra regular hirers. One-off hirers began to return during the summer and bookings were steady for the remainder of the year, many of these one-off events being those that had been postponed or cancelled during the pandemic.

The new air source heat pump and artificial grass have been significant investments so a deficit of £13,375 has been recorded in this financial year.

## **10. Financial Review**

### **(a) Reserves**

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

### **(b) Financial results**

Year ending 30 April 2022 produced a deficit of £13,375.

### **(c) Investment policy**

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

## **11. Future Plans**

The village hall is now 22 years old and it is inevitable that things are becoming a little old and tired and are starting to come to the end of their useful life. The Trustees will start to prioritise what needs repairing, renovating or replacing.

## **12. Public Benefit**

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and

allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

**13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL**

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2022.

### **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').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Jason Foxwell FCCA FCIE**  
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 12 August 2022



## Upham New Millennium Village Hall

### Receipts and Payments Accounts for the year ended 30 April 2022

	Unrestricted Funds	Endowment Funds	Total 2022	Total 2021
	£	£	£	£
<b>RECEIPTS</b>				
Hall Hire	35,111		35,111	12,472
Bank Interest	399		399	959
Reimbursements, Grants & Donations	71		71	29,301
<b>Total Receipts</b>	<b>35,581</b>	<b>0</b>	<b>35,581</b>	<b>42,732</b>
<b>PAYMENTS</b>				
Hall and Car Park Maintenance	31,263		31,263	16,008
Operational Expenditure	17,357		17,357	15,315
Governance Costs	336		336	312
<b>Total Payments</b>	<b>48,957</b>	<b>0</b>	<b>48,957</b>	<b>31,635</b>
<b>Net Receipts/(Payments) for the year</b>	<b>-£13,375</b>	<b>£0</b>	<b>-£13,375</b>	<b>£11,097</b>
<i>Opening cash at bank and in hand</i>	£68,490	£45,000	£113,490	£102,476
<b>Closing cash at bank and in hand</b>	<b>£55,115</b>	<b>£45,000</b>	<b>£100,115</b>	<b>£113,490</b>

## Upham New Millennium Village Hall

### Statement of Assets and Liabilities at 30 April 2022

	2022	2021
	£	£
<b>ASSETS</b>		
Cash at bank and in hand	100,115	113,490
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	988,000	916,000
<b>LIABILITIES</b>		
None		

Approved by the trustees and signed on their behalf by:

*Helen L. Firth,*

Trustee: HELEN L FIRTH

Date: 28 JULY 2022