

Charity registration number: 1155267

# Claverham Village Hall

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Newsham Hanson Accountants Ltd  
Accountants & Business Advisors  
Edinburgh House  
1-5 Bellevue Road  
Clevedon  
North Somerset  
BS21 7NP

# Claverham Village Hall

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<b>Charity name</b>	Claverham Village Hall
<b>Charity registration number</b>	1155267
<b>Principal office</b>	Bishops Road Claverham North Somerset BS49 4NF
<b>Registered office</b>	Bishops Road Claverham North Somerset BS49 4NF
<b>Trustees</b>	John Williams, Chairman  Andrew Yearsley, Treasurer      (Resigned 1 April 2022)  John Dare  David Edwards  Elizabeth Hancock  Marcus Ridge  Mary Smith, Secretary  Deborah Pope                              (commencement 18 January 2023)
<b>Accountant</b>	Newsham Hanson Accountants Ltd Edinburgh House 1-5 Bellevue Road Clevedon North Somerset BS21 7NP

# **Claverham Village Hall**

## **Trustees' Report**

Approved by the Trustees on 2 January 2024 and signed on their behalf by:

The Trustees present their annual report together with the financial statements of the charity for the 1 April 2022 to 31 March 2023.

### **Objectives and activities**

#### **a. Policies and objectives**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The main objective of the charity is to continue to provide and maintain the Village Hall for the use of the inhabitants of Claverham and the surrounding area.

#### **b. Activities undertaken to achieve objectives**

The charity provides several different areas that anyone can hire for classes, meetings or other functions. In addition we organise several events every year that are open to the community to attend.

#### **c. Main activities undertaken to further the charity's purposes for the public benefit**

Claverham Village Hall is a community hall situated on the outskirts of Claverham. The purpose of the Hall is the advancement of community spirit primarily but not exclusively to residents of Claverham and the surrounding neighbourhood; and such other charitable purposes as shall, in the opinion of the managing trustees further the function of the Hall.

### **Achievements and performance**

#### **a. Main achievements of the charity**

The Village Hall continued to be available for use for permissible activities during the year.

#### **b. Investment policy and performance**

The charity has a low risk investment policy and as such any surplus funds are invested in cash or low risk investments. During the year, £1,860 (2022: £1,149) has been generated from cash investments and £1,768 (2022: £2,024) has been generated from unit trusts and OIECS. During the year, the market value of investments decreased by 9.1% (2022: 2.3 %).

### **Financial review**

#### **a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **b. Reserves policy**

## **Claverham Village Hall**

### **Trustees' Report**

It is the long term intention of the Trustees to purchase the land surrounding the Village Hall to ensure future protection of the Village Hall facilities for the community. Funds are accumulated to meet this intention and to ensure the Village Hall can be maintained for future use. At this time it is not known the value of the land surrounding the Village Hall so no specific amount can be disclosed for that. The Village Hall has been valued for insurance purposes with a replacement cost of £1,656,000 and it is the intention of the Trustees to hold up to 50% of that value as reserves for future repairs and maintenance to ensure the continued up keep of the building. There are no specifically designated or restricted funds held.

#### **c. Principal risks and uncertainties**

The Village Hall has a good financial position and the Trustees are confident that we can continue through this period.

### **Structure, governance and management**

#### **a. Constitution**

Claverham Village Hall is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO). The principal object of the charity is to provide and maintain a village hall for the use of the inhabitants of the village of Claverham in the Unitary Authority of North Somerset and surrounding area without distinction or 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. There have been no changes in the objectives since the last annual report.

#### **b. Methods of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. The charity maintains a voting register and it is those who have registered to vote who elect the Trustees.

#### **c. Organisational structure and decision-making policies**

The hall is run by the committee of elected Trustees who meet 4 times a year to make decisions. Decisions are made by way of a vote of the trustees in attendance at meetings with the majority rule. If deemed necessary major decisions would be taken to a Special General Meeting of those registered to vote.

#### **d. Policies adopted for the induction and training of Trustees**

New Trustees are referred to the guidance provided by the Charity Commission.

#### **e. Financial risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. In particular, we have a health and safety policy in place to protect the users of the Village Hall and a Fire Safety policy with regular testing of the buildings systems.

### **Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

## **Claverham Village Hall**

### **Trustees' Report**

- ☐ ☐ select suitable accounting policies and then apply them consistently;
- ☐ ☐ observe the methods and principles of the Charities SORP (FRS 102);
- ☐ ☐ make judgments and accounting estimates that are reasonable and prudent;
- ☐ ☐ state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- ☐ ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity

(Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

.....

Elizabeth Hancock  
Trustee

02 January 2024

## **Independent Examiner's Report to the Trustees of Claverham Village Hall**

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on pages 6 to 15.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Newsham Hanson Accountants Ltd  
Accountants & Business Advisors

2 January 2024

Edinburgh House  
1-5 Bellevue Road  
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BS21 7NP

## Claverham Village Hall

### Statement of Financial Activities for the Year Ended 31 March 2023

		Unrestricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	5,243	5,243	20,066
Activities for generating funds	3	36,503	36,503	45,220
Investment income	4	3,628	3,628	3,173
Total incoming resources		<u>45,374</u>	<u>45,374</u>	<u>68,459</u>
<b>Resources expended</b>				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	5.1.1	71,008	71,008	60,784
Investment management costs	5.1.1	125	125	78
Total resources expended		<u>77,053</u>	<u>77,053</u>	<u>62,427</u>
Net movements in funds		(31,679)	(31,679)	6,032
<b>Reconciliation of funds</b>				
Total funds brought forward		702,121	702,121	696,089
Total funds carried forward		<u><u>670,442</u></u>	<u><u>670,442</u></u>	<u><u>702,121</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 8 to 15 form an integral part of these financial statements.



**Claverham Village Hall**  
**Balance Sheet as at 31 March 2023**

		2023		2022	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		495,166		418,675
Investments	9		59,190		65,110
			<u>554,356</u>		<u>483,785</u>
<b>Current assets</b>					
Debtors	10	10,247		32,009	
Cash at bank and in hand		<u>109,958</u>		<u>189,821</u>	
		120,205		221,830	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(4,119)</u>		<u>(3,494)</u>	
<b>Net current assets</b>			<u>116,086</u>		<u>218,336</u>
<b>Net assets</b>			<u><u>670,442</u></u>		<u><u>702,121</u></u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
General fund			<u>670,442</u>		<u>702,121</u>
<b>Total charity funds</b>			<u><u>670,442</u></u>		<u><u>702,121</u></u>

Approved by the Board on 2 January 2024 and signed on its behalf by:

.....

Elizabeth Hancock  
Trustee

The notes on pages 8 to 15 form an integral part of these financial statements.

## **Claverham Village Hall**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 13.

##### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs of trading for fundraising purposes and investment management fees.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Fixed assets**

Individual fixed assets costing £100 or more are initially recorded at cost.

## Claverham Village Hall

### Notes to the Financial Statements for the Year Ended 31 March 2023

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#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Freehold interest in land and buildings	2% straight line basis
Fixtures, fittings and equipment	15% straight line basis

#### Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

## 2 Voluntary income

	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Donations and legacies</b>			
Donations	5,243	5,243	6,002
UK Government grants	-	-	14,064
	<u>5,243</u>	<u>5,243</u>	<u>20,066</u>

## 3 Activities for generating funds

	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Village Hall</b>			
Income from charitable activities - Village Hall	36,503	36,503	37,345
Insurance claim	-	-	7,875
	<u>36,503</u>	<u>36,503</u>	<u>45,220</u>

## Claverham Village Hall

### Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

#### 4 Investment income

	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Income from other unlisted investments	1,768	1,768	2,024
Interest on cash deposits	1,860	1,860	1,149
	<u>3,628</u>	<u>3,628</u>	<u>3,173</u>

#### 5.1.1 Total resources expended

	Village Hall £	Investments £	Net gains/(losses) on investments £	Total £
<b>Direct costs</b>				
Employment costs	19,738	-	-	19,738
Other direct costs	386	-	-	386
Establishment costs	12,631	-	-	12,631
Repairs and maintenance	13,366	-	-	13,366
Depreciation of tangible fixed assets	13,975	-	-	13,975
Administration of investments	-	125	-	125
Loss on sale of fixed assets held for charity's own use	-	-	5,920	5,920
	<u>60,096</u>	<u>125</u>	<u>5,920</u>	<u>66,141</u>
<b>Support costs</b>				
Establishment costs	3,605	-	-	3,605
Repairs and maintenance	1,074	-	-	1,074
Office expenses	744	-	-	744
Accountancy fees	1,982	-	-	1,982
Legal and professional costs	3,435	-	-	3,435
Bank charges	72	-	-	72
	<u>10,912</u>	<u>-</u>	<u>-</u>	<u>10,912</u>
	<u>71,008</u>	<u>125</u>	<u>5,920</u>	<u>77,053</u>

#### 6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

## Claverham Village Hall

### Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

#### 7 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2023 No.	2022 No.
Charitable activities	<u>2</u>	<u>2</u>

The aggregate payroll costs of these persons were as follows:

	2023 £	2022 £
Wages and salaries	<u>19,738</u>	<u>18,870</u>

No employee received emoluments of more than £60,000 during the year (2022 - No. 0).

# Claverham Village Hall

## Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

### 8 Tangible fixed assets

	Long leasehold and other interests in land and buildings £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
As at 1 April 2022	493,452	95,008	588,460
Additions	85,421	5,045	90,466
As at 31 March 2023	<u>578,873</u>	<u>100,053</u>	<u>678,926</u>
<b>Depreciation</b>			
As at 1 April 2022	78,952	90,833	169,785
Charge for the year	11,577	2,398	13,975
As at 31 March 2023	<u>90,529</u>	<u>93,231</u>	<u>183,760</u>
<b>Net book value</b>			
As at 31 March 2023	<u>488,344</u>	<u>6,822</u>	<u>495,166</u>
As at 31 March 2022	<u>414,500</u>	<u>4,175</u>	<u>418,675</u>

# Claverham Village Hall

## Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

### 9 Investments held as fixed assets

	Investments in group and associated undertakings £	Listed investments £	Total £
<b>Market value</b>			
As at 1 April 2022	3	65,107	65,110
Revaluation	-	(5,920)	(5,920)
As at 31 March 2023	3	59,187	59,190
<b>Net book value</b>			
As at 31 March 2023	3	59,187	59,190
As at 31 March 2022	3	65,107	65,110

All investment assets were held in the UK.

The charity holds more than 20% of the share capital of the following company:

	Country of incorporation	Principal activity	Class	%
<b>Subsidiary undertakings</b>				
Claverham Village Enterprises Ltd	England and Wales	Village Hall Bar	Ordinary	100
		<b>Capital &amp; reserves £</b>	<b>Profit/(loss) for the period £</b>	
<b>Subsidiary undertakings</b>				
Claverham Village Enterprises Ltd		18,488	5,762	

### 10 Debtors

	2023 £	2022 £
Trade debtors	4,843	25,326
Prepayments and accrued income	5,404	6,683
	10,247	32,009

## Claverham Village Hall

### Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

#### 11 Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	2,605	1,840
Taxation and social security	164	224
Other creditors	100	-
Accruals and deferred income	1,250	1,430
	<u>4,119</u>	<u>3,494</u>

Creditors amounts falling due within one year includes deferred income:

	2023 £	2022 £
Deferred income	-	962
Deferred income	<u>-</u>	<u>962</u>



## Claverham Village Hall

### Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

#### 12 Related parties

##### Controlling entity

The charity is controlled by the trustees.

##### Related party transactions

Claverham Village Enterprises Limited (CVE) is the subsidiary company of Claverham Village Hall (CVH).

During the year, CVE donated £5,000 (2022: £6,000), paid costs of £8,895 (2022: £25,088), At the year end CVE owed CVH £3,470 (2022: £24,048).

#### 13 Analysis of funds

	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
<b>General Funds</b>				
Unrestricted fund	702,121	45,374	(77,053)	670,442

#### 14 Net assets by fund

	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£
Tangible assets	495,166	495,166	418,675
Investments	59,190	59,190	65,110
Current assets	120,205	120,205	221,830
Creditors: Amounts falling due within one year	(4,119)	(4,119)	(3,494)
Net assets	<u>670,442</u>	<u>670,442</u>	<u>702,121</u>

## Claverham Village Hall

### Statement of financial activities by fund Year Ended 31 March 2023

	Unresitricte d fund 2023	Unresitricte d fund 2022
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	5,243	20,066
Activities for generating funds	36,503	45,220
Investment income	3,628	3,173
Total incoming resources	<u>45,374</u>	<u>68,459</u>
<b>Resources expended</b>		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	71,008	60,784
Investment management costs	125	78
Total resources expended	<u>77,053</u>	<u>62,427</u>
Net movements in funds	(31,679)	6,032
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>702,121</u>	<u>696,089</u>
Total funds carried forward	<u><u>670,442</u></u>	<u><u>702,121</u></u>

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