

## **INDEPENDENT EXAMINER'S REPORT TO THE** **SARRATT VILLAGE HALL COMMITTEE**

I report on the accounts of the Trust for the year ended 30 September 2016 which are set out on pages 1 to 2.

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

The charity's trustees are responsible for the preparation of the accounts. The charity's 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;

to follow the procedures laid down in the general Directions by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

to 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 Commissioners. 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.



.....  
**David Clough FCA**  
**Tanglewood**  
**Church Lane**  
**Sarratt**  
**Rickmansworth**  
**WD3 6HL**

**4<sup>th</sup> January 2017**

# THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH SEPTEMBER 2016

INCOME		EXPENDITURE	
2015 £	2016 £	2015 £	2016 £
42423 Hire fees	42484	ADMINISTRATION	
		12378 Wages(incl tax & NI)	12916
		1648 Insurance	1580
		1350 Licences & subscriptions	1384
5350 Sarratt Parish Council -grant	5440	558 Computer maintenance	490
613 -reimbursement	<u>698</u>	6138 750 Telephones	779
		1010 Miscellaneous	508
Fundraising:		250 Professional fees	<u>250</u>
2715 Sunday Markets	2522		17907
881 Quiz Night	1110	CLEANING & CARETAKING	
0 Queen's celebrations	1152	9291 Wages(incl tax & NI)	9560
1748 Ferret Racing	0	2193 Materials	1762
0 Wine Tasting	501	115 Windows	<u>117</u>
1060 St George's Day	<u>598</u>		11439
	5883		
419 Donations	5	300 CAR PARK & PLANTED AREA	520
544 Interest received	894	REPAIRS & MAINTENANCE	
		2379 Structure, fixtures & fittings	3614
		407 Fire Protection	<u>607</u>
			4221
		UTILITIES	
		0 Council rates	1068
		1744 Electricity	1618
		1811 Gas	1657
		508 Water	595
		444 Refuse	<u>695</u>
			5633
		OTHER	
		70 Payphone	0
		38213 Building work	<u>0</u>
			0
			<u>39720</u>
DEFICIT FOR THE YEAR	0	0 SURPLUS FOR THE YEAR	<u>15684</u>
<u>75419</u>	<u>55404</u>	<u>75419</u>	<u>55404</u>

# THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

## BALANCE SHEET AS AT 30TH SEPTEMBER 2016

2015 £	ASSETS	2016 £
17593	Cash at bank-general account	2004
53042	Cash on Deposit with COIF/Camb&Counties	85472
18	Cash in hand	113
<u>70653</u>		<u>87589</u>
4603	Debtors & prepayments	3499
<u>75256</u>		<u>91088</u>
	<b>LIABILITIES</b>	
1569	Creditors	1717
<u>73687</u>		<u>89371</u>
	<b>REPRESENTED BY:</b>	
	<b>General fund</b>	
93353	As at 1st October 2015	73687
-19666	Surplus/deficit for year	15684
<u>73687</u>		<u>89371</u>

**Note:** In addition to the assets shown above, the Trust owns the freehold of the Village Hall and furniture, fixtures and fittings contained therein. The Committee consider it inappropriate to attempt to place a value on these items for incorporation in the Balance Sheet.



**SARRATT VILLAGE HALL**  
**(Registered Charity Number 302464)**  
**Minutes of Annual General meeting**  
**Wednesday 11th January 2017 at 8.00 p.m.**

**Present:**

Roger Dudley (Chairman) – Tennis Club  
Muir Stratford (Vice Chairman and Administrator) – elected  
Colin Plummer (Treasurer) - elected  
Margaret Stratford (Kitchen & Bar Administrator) – Horticultural Society  
Carol Chorley (Kitchen & Bar Administrator) – British Legion  
Larry Griffiths (Secretary) – elected  
Sean Aylett - elected  
Linda Clough – co-opted  
Vicky Fern – Sarratt Festival of Music  
Anne Griffiths - SPLAT  
Mike Musk - Parish Council  
Ted North – elected  
Alan Poulton – Holy Cross  
Graham Peiser – elected  
Jenny Peiser – elected  
Steve Rickard – elected  
Mick Warner – Football Club  
Chris Youell – co-opted

Also in attendance:

David Clough, Jan Plummer.

**1. Welcome**

Chairman Roger Dudley welcomed all the attendees, and pointed out that we now had a new clock in the main hall.

**2. Apologies for absence**

These were received from: -

Eileen Adams – CARE  
Dawn Pitts – Afternoon WI  
Pam Turner – History Society  
Machaela Gravestock (Bookings)  
Joan North

**3. Minutes of last AGM**

These were distributed to all present.

Acceptance was then proposed by Anne Griffiths, and seconded by Carol Chorley. This was then carried unanimously.

**4. Matters Arising**

None.

**5. Treasurers Report**

Colin Plummer distributed the balance sheet as at 30/9/2016, the income and expenditure account for the year ended 30/9/2016, and gave the following report for the year October 2015 to September 2016: -

Although the hiring revenue compared with the previous year is £61 up, realistically it is down by £576 when considering the fees were raised by 1.5%. No major works were carried out in 2016 so the trading surplus for the year was £15,684 as on accounts compared with £18,547 the previous year - down £2,863. If we did not have the Fundraising, Donation and Parish grant all amounting to £11,328 our surplus would be down to £4,356 taking into account our new council tax.

On behalf of the Committee I wish to express my thanks to the Parish Council together with those who donate and fundraise for their continued support; this also applies to all of those who give their time and talents so freely.

As of 1<sup>st</sup> January 2017 our hire rates were increased by 1.5% (rate of inflation July 16)

This was set before we were informed that we would have to pay the 20% discretionary rate council tax, in the 100 previous years the TRDC have never charged us this. In 2016 the amount was £1,068.

In my opinion we should be aiming for at least £5,000 Trading Surplus to cover Repairs and Maintenance which will increase year by year, as the new hall is now nearly 17 years old. A plea for the future, - please encourage the use of the Halls otherwise cost of hire will have to be increased beyond the rate of inflation which could have a detrimental effect and mean less hirings. We look forward to a successful year ahead with the hope of making improvements to the front of the Hall.

The accounts for the last year to September 2016 have been examined and agreed by David Clough, as our Independent Examiner.

Thanks to everyone who helps, maintains, and supports the successful running of the Hall, and to Machaela, Lynn and Pete for their efforts and to David Clough for his continued support and advice.

Margaret Stratford proposed that the meeting accept the accounts; this was seconded by Mike Musk, and carried unanimously.

## **6. Appointment of Independent Examiner for 2017**

Steve Rickard proposed that David Clough was appointed as Independent Examiner for 2016. This was seconded by Carol Chorley and carried unanimously.

## **7. Administrator's Report**

This was given by Muir Stratford, who said:

It had been another good year for the village hall and that there had been no dramatic incidents with the hall this year apart from a few noisy events, and we have maintained a happy relationship with the residents who are our immediate neighbours. He also thanked Pete and Lynn and said that we often receive complimentary comments from our hirers about them and their valuable contribution to the upkeep of the hall. He also pointed out that Machaela often has to deal with hirers and potential hirers some of whose indecision on their requirements right up to the last minute makes life very difficult, but she handles them in a calm and sensible manner.

Our website continues to be well used, and helps those seeking bookings.

Our Health and Safety Policy has been reviewed and is located on the notice board in the front hall – all hirers should be aware of this policy.

Finally I would like to thank my fellow officers and trustees for their continued support.

## **8. Chairman's Report**

Chairman Roger Dudley gave a short review of the previous year, saying that internal and external bookings were similar to last year, and that the hall was still working well for the village. Roger reviewed our own fundraising, which this year included the Quiz Night, the Queen's Birthday celebration, the St George's Day dinner, and the wine tasting, plus the Sunday Markets. Roger particularly thanked Sean Aylett for all his help with the plans for the new hall frontage which is now approaching the planning permission stage, and Graham and Jenny Peiser for their efforts on the committee, and Colin Plummer for sorting out the car park. He pointed out that Three Rivers District Council now insist we must now pay 20 % business rate tax amounting to over £1,000 per year. The hall has never had to pay this tax before in over 100 years of operation – we have appealed, but this was turned down – apparently other halls in the Three Rivers area also have to pay this, but it is annoying that we have to raise this by our voluntary efforts – we are not a business.

Finally Roger thanked our staff – Machaela Gravestock, Pete Watker and Lynn Clack for all their hard work, and his fellow officers and trustees for their support. He announced that he would be standing down as chairman after five years, as he had originally agreed to do it for three years.

## **9. Elections for Committee members**

The committee currently consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 8 elected members, who have to be elected every year at the AGM.

Sean Aylett, Graham Peiser and Jenny Peiser for did not wish to stand for re-election, and so the following seven persons offered themselves for election to the management committee:

Linda Clough,  
Larry Griffiths,  
Ted North,  
Colin Plummer  
Steve Rickard,  
Muir Stratford.

Chris Youell.

They were proposed by Carol Chorley, and seconded by Margaret Stratford. Their election was then agreed unanimously by the meeting.

**10. Any Other Business**

Colin said that the Independent Examiner's Report was on his desk if anyone wanted to read it.

Muir requested the village organisations to ensure that they went through a selection process for their committee representatives on a regular basis. Larry pointed out that this was entirely up to the organisations and outside the remit of the village hall committee.

**11. Next Annual General Meeting**

The next AGM will be on Wednesday 10<sup>th</sup> January 2018, at 8 p.m.

**12. Next Committee Meeting**

This will be immediately following this AGM.

The chairman then declared the meeting closed at 8.25 p.m.