

PURTON VILLAGE HALL/INSTITUTE CHARITY
Registered Charity Number 203202

Statement of Financial Activities for Year Ended 31 March 2017

Total Funds 2015/16		Note	Unrestricted Funds 2016/17	Designated Funds 2016/17	Restricted Funds 2016/17	Total Funds 2016/17
Incoming Resources						
£ 24,700	Grants & Donations	5	£ -	£ -	£ 9,000	£ 9,000
£ 5,962	Investment Council Offices Rent		£ 6,004	£ -	£ -	£ 6,004
£ 10,250	Investment - Library Rent		£ 10,250	£ -	£ -	£ 10,250
£ 18,447	Village Hall hirings/storage		£ 20,539	£ -	£ -	£ 20,539
£ 1	Interest		£ 1	£ -	£ -	£ 1
£ 29	Wayleaves & miscellaneous		£ 12	£ -	£ -	£ 12
£ 59,389	Total Incoming Resources		£ 36,805	£ -	£ 9,000	£ 45,805
Resources Expended						
Capital Expenditure						
£ 10,537	Re-surface car park		£ -	£ -	£ -	£ -
£ 4,878	Hearing loop system - microphone/stand		£ 92	£ -	£ -	£ 92
£ -	Consolidate electric meters below stage		£ 1,450	£ -	£ -	£ 1,450
£ -	Bookings system		£ 469	£ -	£ -	£ 469
£ 15,415			£ 2,011	£ -	£ -	£ 2,011
Repair & Maintenance of Property						
£ 11,887	Salaries		£ 12,251	£ -	£ -	£ 12,251
£ 601	Employers NI		£ 641	£ -	£ -	£ 641
£ 130	Pension costs		£ 102	£ -	£ -	£ 102
£ 390	Heating service & maintenance		£ 390	£ -	£ -	£ 390
£ 474	Service of fire alarm & equipment		£ 500	£ -	£ -	£ 500
£ 719	Other Repairs & Maintenance		£ 1,196	£ -	£ -	£ 1,196
£ 771	Cleaning & caretaking		£ 936	£ -	£ -	£ 936
£ -	Other Premises		£ -	£ -	£ -	£ -
£ 14,972			£ 16,015	£ -	£ -	£ 16,015
Other Property Related Expenditure						
£ 490	Water Rates		£ 516	£ -	£ -	£ 516
£ 4,427	Insurance		£ 4,660	£ -	£ -	£ 4,660
£ 457	Refuse Collection		£ 479	£ -	£ -	£ 479
£ 3,399	Electricity		£ 3,548	£ -	£ -	£ 3,548
£ 658	Gas		£ 734	£ -	£ -	£ 734
£ 59	Health & Safety		£ 6	£ -	£ -	£ 6
£ 450	Legal/Professional fees - library lease		£ -	£ -	£ -	£ -
£ 9,940			£ 9,944	£ -	£ -	£ 9,944
Administration						
£ 9,887	Salaries		£ 579	£ -	£ 9,000	£ 9,579
£ 272	Employers NI		£ 672	£ -	£ -	£ 672
£ 1,988	Pension Costs		£ 2,021	£ -	£ -	£ 2,021
£ 90	Advertising		£ 90	£ -	£ -	£ 90
£ 500	Licences		£ 715	£ -	£ -	£ 715
£ 61	Postage		£ 5	£ -	£ -	£ 5
£ 234	Telephones		£ 23	£ -	£ -	£ 23
£ 6	Stationery & miscellaneous		£ 135	£ -	£ -	£ 135
£ 67	Subscriptions		£ 15	£ -	£ -	£ 15
£ 60	Audit & Accountancy		£ 65	£ -	£ -	£ 65
£ 13,165			£ 4,290	£ -	£ 9,000	£ 13,290
£ 53,492	Total Resources Expended		£ 32,261	£ -	£ 9,000	£ 41,261
£ 5,897	Net Income		£ 4,544	£ -	£ -	£ 4,544
£ -	Transfers between Funds		-£ 2,300	£ 2,300	£ -	£ -
£ 74,867	Gains on revaluation of fixed assets for Charity's own use		£ -	£ 24,973	£ -	£ 24,973
£ 80,764			£ 2,244	£ 27,273	£ -	£ 29,517
£ 2,434,358	Balances brought forward 1 April		£ 13,063	£ 2,502,059	£ -	£ 2,515,122
£ 2,515,122	Balances carried forward 31 March		£ 15,307	£ 2,529,332	£ -	£ 2,544,640

Balance Sheet at 31 March 2017

2016		Note	2017
Fixed Assets			
£ 2,497,259	Tangible Assets	6	£ 2,522,232
Current Assets			
£ 1,882	Debtors and prepayments	7	£ 1,137
£ 24,641	Cash at bank and in hand	8	£ 34,673
Liabilities - Amounts Due Within One Year			
-£ 8,660	Creditors and receipts in advance	9	-£ 13,403
<u>£ 2,515,122</u>	Net Current Assets		<u>£ 2,544,640</u>
Funds			
£ 13,063	Unrestricted		£ 15,307
£ 2,502,059	Designated	6/10	£ 2,529,333
£ -	Restricted	11	£ -
<u>£ 2,515,122</u>	Total Net Assets		<u>£ 2,544,640</u>

PURTON VILLAGE HALL/INSTITUTE CHARITY
Registered Charity Number 203202

Notes to the Accounts

1. Basis of accounting

The accounts were prepared on an Income and Expenditure basis in accordance with FRS102 for Small Entities unless otherwise stated in the notes to the accounts.

2. Change of accounting policies

In previous years the accounts were prepared under FRSSE unless otherwise stated in the notes to those accounts. No adjustments have been made to the previous year's reported figures as a result of the change to FRS102 for Small Entities in this year.

3. Related Parties

Purton Parish Council is sole trustee of the Charity. Serving Parish Councillors therefore take decisions for both parties. Charity business is conducted at separately convened meetings throughout the year and the Charity maintains its own separate accounting records.

4. Support Costs

The Charity does not employ staff directly but is recharged by Purton Parish Council. Salaries and oncosts recharged are detailed in the SOFA and are based on staff timesheets.

5. Grants & Donations

	<u>2016/17</u>	<u>2015/16</u>
Purton PC - Administration grant	£ 9,000	£ 9,000
Purton PC - Library lease renewal grant	£ -	£ 450
Wiltshire Council Area Board grant - hearing loop system	£ -	£ 2,393
Purton PC - grant towards hearing loop system	£ -	£ 1,700
Age Concern - donation towards hearing loop system	£ -	£ 500
Purton Evening WI - donation towards hearing loop system	£ -	£ 100
Mr/Mrs Saunders - donation towards hearing loop system	£ -	£ 20
Purton PC - grant towards re-surfacing car park	£ -	£ 10,537
	<u>£ 9,000</u>	<u>£ 24,700</u>

6. Tangible Fixed Assets

	<u>2016/17</u>	<u>2015/16</u>
Institute Grade II listed building	£ 1,642,623	£ 1,626,360
Village Hall	£ 784,345	£ 776,579
Boundary Wall	£ 53,748	£ 53,215
Furniture & Equipment	£ 40,244	£ 39,845
Piano	£ 1,273	£ 1,261
	<u>£ 2,522,232</u>	<u>£ 2,497,259</u>

All the above amounts have been supplied by the Charity's insurers and represent the current cost of replacement.

7. Debtors & prepayments

	<u>2016/17</u>	<u>2015/16</u>
Other/Trade Debtors	£ 937	£ 1,682
Payments in Advance	£ 200	£ 200
	<u>£ 1,137</u>	<u>£ 1,882</u>

8. Cash at bank and in hand

	<u>2016/17</u>	<u>2015/16</u>
Lloyds Bank Current Account	£ 34,048	£ 24,039
Bank of Ireland Current Account	£ 601	£ 601
Petty Cash Account	£ 24	£ 2
	<u>£ 34,673</u>	<u>£ 24,641</u>

9. Creditors & receipts in advance

	<u>2016/17</u>	<u>2015/16</u>
Independent Examiner's Report	£ 65	£ 60
Trade Creditors	£ 5,085	£ 3,935
Receipts in Advance	£ 8,253	£ 4,665
	<u>£ 13,403</u>	<u>£ 8,660</u>

10. Designated Funds

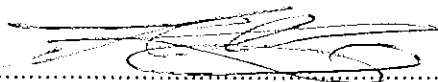
	<u>2015/16</u>		<u>2016/17</u>
	Balance	Income	Balance
	brought forward	transfers in	transfers out
New Water Heater	£ 800	£ 300	£ -
Flat Roof/Roof light	£ 4,000	£ 2,000	£ -
	<u>£ 4,800</u>	<u>£ 2,300</u>	<u>£ 7,100</u>

Notes to the Accounts (continued)

11. Restrictcd Funds	<u>2015/16</u>			<u>2016/17</u>		
	Balance	Income	Expenditure	Balance		
Administration	brought forward	transfers in	transfers out	carried forward		
	£ -	£ 9,000	£ 9,000	£ -		

Restricted Funds are contributions from outside bodies etc. that have been set aside to part finance specific projects in accordance with conditions specified by the contributors.

Signed.....



Member of Trustee Body

Name.....

R. THOMPSON

Date.....

30-10-17

Purton Institute & Village Hall Charity - Registered Charity Number 203202
Trustees Annual Report 2016/17

Principal Address of the Charity:

Council Office
Village Hall
Station Road, Purton
Swindon, Wilts.
SN5 4AJ

Charity Trustee: - Purton Parish Council (sole trustee)

Members of the Trustee Body as at 31st March 2017 or who served during the year (Parish Councillors):

Mr Raymond Thomas – Chairman of Council
Mr Anthony Holbrook Price – Chairman of the Trustee Body
Mr Michael Fawcett
Mr Geoffrey Greenaway
Mrs Helen Hicks
Mr Neil Hooper
Mr Kevin Law
Mr Mark Lewis (resigned in year)
Mr Chris Mason
Mrs Susan Matthews
Mrs Vicky McKerrow
Mr John Saunders
Mrs Elizabeth Wilson – Vice Chairman of the Trustee Body

Officers of the Trustee Body as at 31st March 2017:

Mrs Deborah Lawrence – Parish Clerk
Mrs Teresa Hartshorn – Secretary to the Charity
Mr Richard Collins – Finance Officer
Mrs Lesley Miles – Administrative Assistant

Independent Examiner: Mr Bernard Scourfield

Type of Governing Document:

Deed dated 23rd May 1892 (Wilts. A.C. Reports) and Indenture dated 13th November 1920 (Un. Rep. Vol. 207, pp. 101). Affected by a Scheme of the Charity Commissioners dated 5th March 1965.

Objects of the Charity:

To promote the moral, social and intellectual welfare and the rational recreation of the inhabitants of and visitors to the Parish of Purton and their friends. To be used by all political parties, religious denominations and others for the purpose of religious, social, political or other meetings.

Summary of the Main Activities undertaken for the public benefit in relation to these objects:

Purton Village Hall is well used by Purton residents enjoying the wide range of activities available to suit all ages through education, arts, culture, training, sport, recreation and health. It provides a regular meeting place for many local groups such as the Purton School of Dance, Purton Parent and Toddler Groups, Martial Arts groups, Purton Evening WI, Purton Artists, Purton Amateur Dramatics, Vastern Lodge, Purton and District Age Concern as well as local band practice and yoga sessions.

There is safe foot, wheelchair, pram and pushchair access to the hall from the hall car park and footway and there is access into the hall via automatic front doors. Internally, accessible toilet facilities are available. The hall's generous size and adjacent free parking, makes it a popular venue for many local community events. The National Blood Service uses it for its regular sessions. The hall is also used for public meetings, displays (e.g. Wiltshire Council Highways) and as a Polling Station. Purton Parish Council uses it frequently as a Council

Chamber. The general public visit the hall for local entertainment in theatre, dances, social evenings, fashion shows, discos, private parties, sales, etc.

Purton Institute, which adjoins the Village Hall, is occupied under lease by Wiltshire County Council (library and museum) and Purton Parish Council (Council offices).

Summary of the Charity's Main Achievements during the year:

A computerised booking system was successfully introduced in April 2016 to streamline operations. All hall bookings are now handled at the Parish Council office situated in the Institute building next door. Hiring income was up 11% on the previous year and there was also an increase in advance bookings for next year.

Electrical systems were rationalised during the year to improve safety and access under the stage for hirers.

Policy on Reserves – The charity does not have a formal reserves policy. As at 31st March 2017, designated funds were £7,100 and restricted funds were £nil. £6,000 was towards relaying of the flat roof and replacement of the roof light and the remaining £1,100 towards the cost of a new water heater.

The charity ideally likes to maintain the General Fund at a minimum of £10,000, which represents approximately three months' expenditure if major projects are excluded. As at 31st March 2017, the balance was £15,307.

Chairman's Report:

The complex covers the Museum, Library, Council Offices and the Village Hall. We are very lucky to have such an asset of this kind in Purton. It all started off with a kind gift of James Sadler to the village of the Institute with a hall on the first floor with a balcony and a stage where the museum is today. It was the buzz of the village in days gone by with all that went on there and, of course, on the ground floor there was a cafe cum reading room with two lovely copper urns for making drinks. It's quite appropriate that this is now the Library. The Village Hall was built in the grounds of the Institute and this was made possible by the Proud Bequest.

If it were not for the Parish Council subsidising the whole complex to the tune of £9,000 a year the Hall would have financial problems. One of the reasons for this is that Wiltshire Council will not pay the valuation price for the Library and Museum. These two things are a great asset to our community and need support, especially in view of all the voluntary work that is done in these two places.

The new booking and key collection system had a few initial teething problems but now seem to be sorting themselves out. Bookings for the Hall are coming in quite well with an increase on the year before which is good. On the downside, we are having to repair the flat roof between the Hall and the Institute building plus the fabric on the old part needs attention in places. This will be at considerable cost and requires careful planning.

The loop system is up and running and is used by some of the hirers. Anyone booking the Hall is entitled to use this system but you do need to notify the Council when you book the Hall.

This report has been approved by the Trustee body:

1st signature.....

2nd signature.....

Full Name.....
Member of Trustee Body

Full Name.....
Member of Trustee Body

Dated.....

Dated.....

**INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF PURTON VILLAGE HALL/INSTITUTE**

- 1 I have examined the financial statements of the Purton Village Hall/Institute (Charity Number 203202) for the financial year ended 31 March 2017.

Respective responsibilities of trustees and examiner.

- 2 As the Charity's trustees, you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under Section 144(2) of the Charities Act 2011(the 2011 Act). Instead an independent examination should be carried out.
- 3 It is my responsibility to:
- Examine the accounts (under section 145 of the 2011 Act
 - To follow the procedure laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
 - To state whether particular matters have come to my attention.

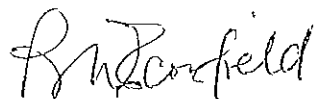
Basis of independent examiner's report.

- 4 My examination was carried out in accordance with the Directions and Guidance Notes issued 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.
- 5 You are reminded that the procedures followed do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

- 6 The accounts have been prepared on an Income and Expenditure basis, using the SORP accounting standard FRS 102 updated for smaller charities. Consequently, no cash flow statement has been provided.
- 7 Where I have sought explanations during the course of my examination;

- the Finance Office has given these to me, on your behalf. Explanations have been prepared as part of the trustees' Annual Report.
- 8 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 to comply with the accounting requirements of the 2011 Act have not been met; or
 - 2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Bernard William Scourfield
Chartered Public Finance Accountant (CPFA) retired
6 Freshwater East Road
Lamphey
Pembroke
SA71 5JX

Date: 22nd August 2017