

Oake & District Village Hall and Recreation Ground

Registered Charity 205829

Trustees' Annual Report 1st April 2017 to 31st March 2018

Names of Trustees

Mrs H Weller	Chair
Mr J Sharland	Vice chair
Mrs K Horton	Secretary
Ms P Archer	Treasurer
Mrs S Earthrowl	
Mrs T Bellamy	
Mrs L Lean	
Mr B Collins	

Governance

The charity was established by a trust deed dated 20th May 2002

Appointment of Trustees

The trust deed governs the appointment of committee members who are the charity trustees. It allows for 5 elected members together with appointed members for user organisations. The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re appointed.

Sources of Support and Advice

Somerset Community Council, Victoria House, Victoria St Taunton TA1 3JZ
Oake Parish Council

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been formulated:

Safe Guarding; Energy and Environment; Health and Safety;
Equal Opportunities; Vulnerable Adults; Financial; Noise; Alcohol Provision;
Data Protection.

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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.

Licences

The hall has a Premises Licence and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music

Risk Management

Insurance

The village hall is insured with Ansvar Insurance: with respect to Buildings insurance £1,089,854 cover, Property Owners Liability £5,000,000, Contents £51,701, Public Liability £5,500,000, Employer's Liability £10,000,000, Business Interruption £69,964, Legal Expenses £250,000, and Trustees Liability £1,000,000.

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

Building Issues

Gas appliances and portable electrical appliances are tested by qualified personnel regularly.

The mains electrical installation is periodically checked by a qualified engineer within the 5 years period as required by law.

A Fire Safety Risk Assessment is now in place.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out other regular maintenance where appropriate.

Objectives of the Charity

The object of the charity is, in the interests of social welfare, to improve the conditions of the lives of the inhabitants of the area of benefit, without distinction of political, religious or other opinions, by the provision and maintenance of a village hall and recreation ground.

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Principal Activities in Pursuit of Objectives

The hall is in use most days of the week for a variety of activities and is available for hire for private functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Efforts

Management costs are minimised by the input of many voluntary hours by the Committee Members and Booking Secretary throughout the year, in general running activities and organizing various fundraising events.

2017/2018 Achievements

The hard work of the committee has resulted in another very successful year for the hall. Receipts from Hirings and Fundraising have been well maintained, whilst Payments have been contained in line with previous years, resulting in a small surplus.

Reserves Policy

The Charity has over £50,000 in bank current and savings accounts as unrestricted reserves at the year end. These balances are available for unforeseen expenditure in relation to building maintenance or equipment and fixtures replacements. It is the Trustee's policy to maintain unrestricted reserves equivalent to at least annual revenue.

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Future Plans

The committee wish to continue to offer an excellent facility to the village, and assist with any community projects where possible.

The Trustees declare that they have approved the forgoing report.

Signed on behalf of the charity's Trustees

Signature: *HG Weller*

Full Name *HILARY JEAN WELLER* Mrs H Weller

Position *CHAIRPERSON* Chair

Date *25.9.2018*

Oake & District Village Hall

Assets & Liabilities

Year ended 31st March 2018

	2018 £	2017 £
Fixed Assets:		
Buildings	457423	457423
Playspace	76596	76596
	<u>534019</u>	<u>534019</u>
Current Assets		
Stock	477	380
Debtors and Prepayments	1665	3015
Cash at Bank and in Hand	57598	50870
	<u>59740</u>	<u>54265</u>
Total	<u>593759</u>	<u>588284</u>
Less Creditors and Accruals		
Toddler Group Funds	2439	781
	<u>328</u>	<u>500</u>
	<u>2767</u>	<u>1281</u>
Net Assets	<u>590992</u>	<u>587003</u>
Unrestricted Funds		
Surplus for year	205579	205056
	<u>3989</u>	<u>523</u>
	<u>209568</u>	<u>205579</u>
Restricted Funds (Building Fund)		
(Playspace)	304885	304885
	<u>76539</u>	<u>76539</u>
	<u>381424</u>	<u>381424</u>
Total Funds	<u>590992</u>	<u>587003</u>

Made
25/4/18

Oake & District Village Hall

Receipts & Payments

Year ended 31st March 2018

		2018			2017		
	Notes	Restricted £	Unrestricted £	Total £	Restricted £	Unrestricted £	Total £
Receipts							
Grants	1	1550		1550	3550		3550
Hall Bookings			23659	23659		24033	24033
Fundraising	2		5985	5985		7057	7057
Computer Sundry Receipts			0	0		0	0
Investment Income			210	210		363	783
Legacy			500	500		0	0
Other			170	170		215	555
Total		1550	30524	32074	3550	31668	35978
Payments							
Fundraising			3281	3281		3544	3544
Play space Expenses		500	1866	2366		1906	4406
Computer Costs			503	503	2500	483	483
Repairs & Maintenance	3	1050	9723	10773	1050	13959	15009
Administrative Costs	4		11162	11162		11253	11253
Other						0	0
Total		1550	26535	28085	3550	31145	34695
Net Receipts							
		0	3989	3989	0	523	523
Total Funds Brought Forward							
		381424	205579	587003	381424	205056	586480
Total Funds Carried Forward							
		381424	209568	590992	381424	205579	587003

W13
25/11/18

Jake & District Village Hall

Notes to the Accounts

Year ended 31st March 2018

Note	2018 £	2017 £	Note	2018 £	2017 £
1 Grants Receivable			3 Repairs:		
PCC : Grounds Maintenance	1050	1050	Hall Painting		4891
Play Space	500	500	General	10773	10118
Somerset community Fund	0	2000			
Total	1550	3550		10773	15009
2 Fundraising (Gross Income)			4 Administrative Costs		
Village Fete (shared with school)	603	1077	Booking Secretary	4639	4620
100 Club	927	1342	Energy Costs	2459	2809
Bar	401	755	Water	531	553
Whist Drives	3551	3394	Insurance	1634	1604
Plant Sale	503	489	Advertising	80	246
			Telephone	86	309
			Music Licence	804	781
			Newsletter	367	264
			Other	562	67
Total	5985	7057	Total	11162	11253

11/1/18
25/6/18



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Oake and District Village Hall and Recreation Ground

On accounts for the year
ended

31st March 2018

Charity no.:

205829

Company no.:

N/A

Set out on pages

1 – 3

(remember to include the page numbers of additional sheets)

Respective responsibilities
of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

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

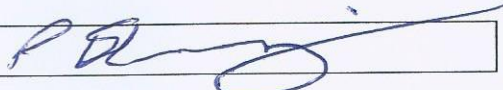
Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed: 

Date: 04/08/18

Name: Pamela Fleming

Relevant professional qualification(s) or body (if any):

Association of Accounting Technicians
Foundation Award in Bookkeeping

Address: 64 Mills Drive

Wellington

TA21 9ED

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).