

PURTON VILLAGE HALL/INSTITUTE CHARITY
Registered Charity Number 203202

Statement of Financial Activities for Year Ended 31 March 2018

Total Funds 2016/17	Note	Unrestricted Funds 2017/18	Designated Funds 2017/18	Restricted Funds 2017/18	Total Funds 2017/18
Incoming Resources					
£ 9,000	4	£ -	£ -	£ 15,044	£ 15,044
£ 6,004		£ 6,135	£ -	£ -	£ 6,135
£ 10,250		£ 10,250	£ -	£ -	£ 10,250
£ 20,539		£ 20,970	£ -	£ -	£ 20,970
£ 1		£ 0	£ -	£ -	£ 0
£ 12		£ 9	£ -	£ -	£ 9
£ 45,805		£ 37,365	£ -	£ 15,044	£ 52,409
Resources Expended					
Capital Expenditure					
£ -		£ -	£ -	£ 3,509	£ 3,509
£ -		£ 8,001	£ -	£ 1,315	£ 9,316
£ 92		£ -	£ -	£ -	£ -
£ 1,450		£ -	£ -	£ -	£ -
£ 469		£ -	£ -	£ -	£ -
£ 2,011		£ 8,001	£ -	£ 4,824	£ 12,825
Repair & Maintenance of Property					
£ 12,251		£ 12,509	£ -	£ -	£ 12,509
£ 641		£ 677	£ -	£ -	£ 677
£ 102		£ 110	£ -	£ -	£ 110
£ 390		£ 450	£ -	£ -	£ 450
£ 500		£ 938	£ -	£ -	£ 938
£ 1,196		£ 1,347	£ -	£ 1,220	£ 2,567
£ -		£ 785	£ -	£ -	£ 785
£ 936		£ 838	£ -	£ -	£ 838
£ -		£ -	£ -	£ -	£ -
£ 16,015		£ 17,654	£ -	£ 1,220	£ 18,874
Other Property Related Expenditure					
£ 516		£ 645	£ -	£ -	£ 645
£ 4,660		£ 4,847	£ -	£ -	£ 4,847
£ 479		£ 503	£ -	£ -	£ 503
£ 3,548		£ 3,216	£ -	£ -	£ 3,216
£ 734		£ 461	£ -	£ -	£ 461
£ 6		£ -	£ -	£ -	£ -
£ -		£ -	£ -	£ -	£ -
£ 9,944		£ 9,672	£ -	£ -	£ 9,672
Administration					
£ 9,579		£ 1,651	£ -	£ 9,000	£ 10,651
£ 672		£ 667	£ -	£ -	£ 667
£ 2,021		£ 2,215	£ -	£ -	£ 2,215
£ 90		£ 90	£ -	£ -	£ 90
£ 715		£ 769	£ -	£ -	£ 769
£ 5		£ -	£ -	£ -	£ -
£ 23		£ -	£ -	£ -	£ -
£ 135		£ -	£ -	£ -	£ -
£ 15		£ 40	£ -	£ -	£ 40
£ 65		£ 60	£ -	£ -	£ 60
£ 13,290		£ 5,493	£ -	£ 9,000	£ 14,493
£ 41,261		£ 40,820	£ -	£ 15,044	£ 55,864
£ 4,544		-£ 3,455	£ -	£ -	-£ 3,455
£ -		£ 2,200	-£ 2,200	£ -	£ -
£ 24,973		£ -	£ 50,445	£ -	£ 50,445
£ 29,517		-£ 1,255	£ 48,245	£ -	£ 46,989
£ 2,515,122		£ 15,307	£ 2,529,333	£ -	£ 2,544,640
£ 2,544,640		£ 14,052	£ 2,577,578	£ -	£ 2,591,629

Balance Sheet at 31 March 2018

2017		Note	2018
Fixed Assets			
£ 2,522,232	Tangible Assets	5	£ 2,572,677
Current Assets			
£ 1,137	Debtors and prepayments	6	£ 3,617
£ 34,673	Cash at bank and in hand	7	£ 24,748
Liabilities - Amounts Due Within One Year			
-£ 13,403	Creditors and receipts in advance	8	-£ 9,413
<u>£ 2,544,640</u>	Net Current Assets		<u>£ 2,591,629</u>
Funds			
£ 15,307	Unrestricted		£ 14,052
£ 2,529,333	Designated	5/9	£ 2,577,578
£ -	Restricted	10	£ -
<u>£ 2,544,640</u>	Total Net Assets		<u>£ 2,591,629</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. 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.

3. 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.

4. Grants & Donations

	<u>2017/18</u>	<u>2016/17</u>
Purton PC - Administration grant	£ 9,000	£ 9,000
Purton PC - scaffolding/survey/gutter clean - Institute	£ 3,509	£ -
Purton PC - renew flat roof and lanterns over foyer	£ 1,315	£ -
Purton PC - paint railings around Institute	£ 1,220	£ -
	<u>£ 15,044</u>	<u>£ 9,000</u>

5. Tangible Fixed Assets

	<u>2017/18</u>	<u>2016/17</u>
Institute Grade II listed building	£ 1,675,476	£ 1,642,623
Village Hall	£ 800,031	£ 784,345
Boundary Wall	£ 54,823	£ 53,748
Furniture & Equipment	£ 41,048	£ 40,244
Piano	£ 1,299	£ 1,273
	<u>£ 2,572,677</u>	<u>£ 2,522,232</u>

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

6. Debtors & prepayments

	<u>2017/18</u>	<u>2016/17</u>
Other/Trade Debtors	£ 1,039	£ 157
VAT	£ 2,378	£ 780
Payments in Advance	£ 200	£ 200
	<u>£ 3,617</u>	<u>£ 1,137</u>

7. Cash at bank and in hand

	<u>2017/18</u>	<u>2016/17</u>
Lloyds Bank Current Account	£ 24,704	£ 34,048
Bank of Ireland Current Account	£ -	£ 601
Petty Cash Account	£ 44	£ 24
	<u>£ 24,748</u>	<u>£ 34,673</u>

8. Creditors & receipts in advance

	<u>2017/18</u>	<u>2016/17</u>
Independent Examiner's Report	£ 60	£ 65
Trade Creditors	£ 3,337	£ 5,085
Receipts in Advance	£ 6,016	£ 8,253
	<u>£ 9,413</u>	<u>£ 13,403</u>

9. Designated Funds

	<u>2016/17</u>		<u>2017/18</u>
	Balance	Income	Balance
	brought forward	transfers in	carried forward
New Water Heater	£ 1,100	£ 300	£ 1,400
Fix flooding problem next to Institute building	£ -	£ 2,500	£ 2,500
Decoration of Village Hall (5 year rolling programme)	£ -	£ 1,000	£ 1,000
Flat Roof/Roof light	£ 6,000	£ 2,000	£ -
	<u>£ 7,100</u>	<u>£ 5,800</u>	<u>£ 4,900</u>

10. Restricted Funds

	<u>2016/17</u>		<u>2017/18</u>
	Balance	Income	Balance
	brought forward	transfers in	carried forward
Administration and projects	£ -	£ 15,044	£ 15,044
	<u>£ -</u>	<u>£ 15,044</u>	<u>£ -</u>

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. THOMAS

Date 29th OCT 18

Purton Institute & Village Hall Charity - Registered Charity Number 203202
Trustees Annual Report 2017/18

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 2018 or who served during the year (Parish Councillors):

Mr Raymond Thomas – Chairman of Council & Trustee Body
Mr Michael Fawcett (resigned in year)
Mr Geoffrey Greenaway
Mr Paul Grigg
Mr Scott Harflett
Mrs Helen Hicks
Mr Neil Hooper
Mr James Hurwood
Mrs Julie Ann Hurwood
Mr Kevin Law
Mr Chris Mason (resigned in year)
Mrs Susan Matthews
Mrs Vicky McKerrow
Mr Anthony Holbrook Price (resigned in year)
Ms Susan Relfe
Mr Matt Rogers
Mr John Saunders (resigned in year)
Mrs Elizabeth Wilson – Vice Chairman of the Trustee Body

Officers of the Trustee Body as at 31st March 2018:

Mrs Deborah Lawrence – Clerk
Mrs Stefanie Halpin – Deputy 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 for it's meetings.

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:

During the year the flat roof above the Village Hall entrance foyer and kitchen was renewed and new skylights installed.

Income from bookings was maintained at a similar level to the previous year.

Policy on Reserves – The charity does not have a formal reserves policy. As at 31st March 2018, designated funds were £4,900 and restricted funds £nil. £1,400 is allocated towards the cost of a new water heater, £2,500 for rectifying a flooding problem next to the Institute building and £1,000 to start a fund to re-decorate the Hall.

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 2018, the balance was £14,052.

Chairman's Report:

The complex covers the Museum, Library, Council Offices and the Village Hall. There has been recent work to replace the ageing flat roof covering and roof lights. It is hoped this will prevent any problems relating to water ingress for many years to come.

The Hall still requires re-decoration and updating and the Institute building has issues which need urgent action to prevent damage to the fabric of the building.

If it were not for the Parish Council subsidising the whole complex by contributing towards the cost of maintenance and administration, the Hall would not be viable and with Wiltshire Council cuts and libraries closing across the country, who is to say how long the status quo can be maintained. Wiltshire Council rent the library and Museum areas from the Charity and it is unknown how far their budget will stretch in the future. These facilities have to be retained if at all possible.

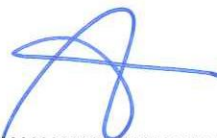
The booking and key collection system has settled now after its introduction last year. We have seen steady hire across the board but utilisation is still well below where it needs to be. This situation is causing concern and actions are being taken by Trustees to try to realise the potential of the buildings.

This report has been approved by the Trustee body:

1st signature.....



2nd signature.....



Full Name.....
Member of Trustee Body

RAY THOMAS

Full Name.....
Member of Trustee Body

NEIL RHY HOOPER

Dated.....

29/10/18

Dated.....

29/10/18

**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 2018.

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: 17th September 2018.

