

**REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018
FOR
TOWNLEY MEMORIAL HALL**

COMPANY NO.: 4735777

REGISTERED CHARITY NO.: 110094

TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

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TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

REFERENCE AND ADMINISTRATIVE INFORMATION

TRUSTEES:	Mrs D Brown Mr J A Brown (resigned 4 July 2018) Mr A Coatesworth Mr R T Doe Mrs C Fagg Mr T Hands Mr S D Hardwick (resigned 4 July 2018) Mr I C Harrison Mrs T S Lockwood (appointed 10 September 2018)
	Mr J Mair Mr J S Morgan (appointed 15 August 2018) Mr S Olley (resigned 9 August 2018) Mr J Rickett (resigned 4 July 2018) Mr D Sheldon Mr D F Sheppard Mr S Taylor Mr R T Townley Mr T Vaughan-Lane Mr R A L Ward
COMPANY SECRETARY:	Miss.S.Davies
REGISTERED OFFICE:	The Fulbourn Centre 31 Home End Fulbourn Cambridge CB21 5BS
REGISTERED CHARITY NUMBER:	1140390
REGISTERED COMPANY NUMBER:	4735777
INDEPENDENT EXAMINER:	Nicholas Cliffe & Co. Limited Chartered Accountants Mill House Mill Court Great Shelford Cambridge CB22 5LD
BANKERS:	Lloyds TSB Bank Plc 78 Cherry Hinton Road Cambridge CB1 4AG

TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

The Trustees (who are also directors of the company for the purposes of the Companies Act) submit their annual report and the financial statements of the Townley Memorial Hall (the company) for the year ended 31 August 2018. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The organisation is a Company limited by Guarantee, incorporated on 9 February 2004 and registered as a charity on 16 September 2004 as the Townley Memorial Hall. The company was set up under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to an amount of £1 each.

Method of appointment or election of Trustees

The Directors of the Company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board.

The Board of Trustees, known as the Management Committee, is made up of the First Trustees (those who were trustees of the predecessor body), appointees of the Fulbourn Parish Council and the Fulbourn Sports and Social Institute (the Institute), those elected at the Annual General meeting proposed by affiliated members and those co-opted by the Management Committee. There is no maximum limit to the total number of trustees, although the appointees are limited to three for each body, as are those elected as representatives of affiliated members.

Induction and training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. New trustees are required to confirm in writing their eligibility to serve.

Organisation structure and decision making

The Charity is governed by the Board of Trustees as listed in the reference and administrative details. The Board delegates certain management and development matters to sub committees and groups of trustees which report to the Board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee.

Related party relationships

Close working is maintained with both the Fulbourn Parish Council and the Institute through their appointees on the Board and through their Officers. A Users' Group meets periodically through which affiliated members can propose representatives for election to the Board, as mentioned above.

Risk management

The Board keeps its risk management under continuous review, considering its identified list of risks annually. The main risk is seen as retaining expenditure within expected income taking into account the need to plan for future maintenance of the building and site. A full review of the Risk Register was being carried out at the end of the Year.

TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

Objectives and policies

The Objects of the Charity are:

To advance education, to run a village hall and to promote for the benefit of the inhabitants of the Parish of Fulbourn (the area of benefit) and the surrounding area, the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities or for the public at large in the interests of social welfare.

To provide transport facilities in the area of benefit for people who have special need of such facilities.

The Charity keeps its policies under regular review. These are available for inspection in the office and on the website.

Strategies for achieving objectives

The Charity concentrates on maintaining and developing its main facility, the Fulbourn Centre, maximising its use by the inhabitants of Fulbourn and through lettings to clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations over other users.

ACHIEVEMENTS AND PERFORMANCE

Review of activities

The year under review has again been one of further consolidation and development. Trustees have continued to be active in their voluntary capacity in carrying out various management, maintenance and improvement tasks.

The expansion of the Centre's facilities in 2014 has led to strong bookings for all of the premises. The Centre provides for a wide range of indoor sports as well as for the well-established use by clubs for arts, social, and leisure uses, as well exercise classes. A special temporary floor covering is available to enable the Sports Hall to be used for large-scale events to which the general-public or special groups are admitted.

The Institute continues to go from strength to strength. The Trustees welcome the facilities and services the Institute provides for its members and the local community and which undoubtedly help to stimulate further bookings of the Trust's accommodation.

The Fulbourn Centre has continued to be a popular venue as can be witnessed by the loyalty of the regular users and the difficulty of finding slots for new users and occasional events. Certainly, the combination of the Townley Memorial Hall, the Sports Hall and the meeting rooms together with the catering facilities provided by the Institute constitutes a very attractive package for special occasions such as weddings and birthday parties several of which have been held during the year. The Fulbourn Cinema has continued its now bi-monthly performances held in the Hall and a Community Market takes place in the Hall on a quarterly basis.

The Centre continues to be run generally through the good offices of Trustees as volunteers. Janice Brown resigned as Centre Administrator during the year and Sue Davies was appointed to the post. Jo Mitchell continued as Administrative Assistant and helped with manning of the Centre office on limited, advertised times during the working week. A website to help with bookings and marketing has been set up. Wilf Rogers has been engaged on an hourly basis to close-up the Centre on weekdays and similar arrangements are being made for weekends. A security firm has been engaged to respond to alarm calls between midnight and 7am.

TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

The Trustees would like to thank the cleaning staff for their hard work, particularly Mick Powell supported by Ann Simpson, in maintaining the premises in a good clean condition and also the Officers and staff of the Institute who often have to step in at a moment's notice to resolve problems or issues that arise when Trustees are not present. Richard Doe has continued the maintenance duties and to keep a close eye on the internal and external fabric. He has been joined by John Morgan, a new Trustee, to assist with this work.

As we look to the future we have confidence that with continued support from our regular users, from village residents and clubs we will be able to develop the facilities for the benefit of the local community. A sub-group has been formed to review possibilities for the future management and administration of the Centre.

Income generation/ fundraising

The projected income of the Charity, primarily from hirings, is sufficient for meeting expected expenditure. Future fundraising opportunities will be kept under review should the need for further development of the Centre arise.

FINANCIAL REVIEW

Reserves Policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure. It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going concern

The Trustees are confident that income will exceed expenditure for the forthcoming year and are therefore satisfied that the Charity remains a going concern. Receipts are expected to exceed outgoings such that the reserves policy will be met.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Trust for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

PLANS FOR THE FUTURE

Now that the Phase II project is complete at a cost of £502,000 the trustees intend there to be a period of consolidation, continuing to maintain the premises in good working order and to carry out necessary improvements. A maintenance plan has been drawn up to this end. In the year ahead, the Trustees may consider in what ways they can help to develop community activities in the village through grant-aid to clubs and groups in line with the Charity's Objects. A lead is being taken by the Trust in preparing a Neighbourhood Plan for the Parish of Fulbourn.

PUBLIC BENEFIT

The Trustees confirm that in setting the Objects of the Trust they made reference to the Charity Commission's guidance on public benefit. Indeed, the Trustees seek in all they do to further the interests of residents of Fulbourn and the surrounding area through the provision of attractive premises and

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

THE BOARD OF TRUSTEES

The Board consisted of 17 members at the outset of the year and 15 at the end as listed in the 'reference and administrative details. During the year there were 4 resignations and two new appointments.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Townley Memorial Hall) 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).

Company and charity law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by the Trustees on 18 October 2018 and signed on its behalf, by:



R.T. Townley
Chair of Trustees

TOWNLEY MEMORIAL HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

REPORT OF THE INDEPENDENT EXAMINER

I report on the accounts of Townley Memorial Hall for the year ended 31 August 2018, which are set out on page seven to ten.

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 period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under section 43 of the 1993 Act; follow the procedures laid down in the general directions given by the Charities Commission (under section 43(7)(b) of the Act, as amended); 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 the seeking of 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.

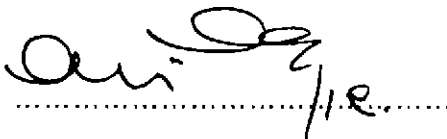
Independent examiner's statement

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

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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.



A N Cliffe

Dated: 5 April 2019

for and on behalf of Nicholas Cliffe & Co. Limited
Chartered Accountants
Mill House
Mill Court
Great Shelford
Cambridge
CB22 5LD

TOWNLEY MEMORIAL HALL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2018

	Notes	Restricted funds £	Designated funds £	Unrestricted funds £	Total 2018 £	Total 2017 £
Incoming resources						
Voluntary income	2	-	-	1,181	1,181	4,052
Income from activities generating funds		-	-	-	-	-
Income from charitable activities	2	-	-	79,091	79,091	77,534
Other income		-	-	-	-	-
Total incoming resources		-	-	80,272	80,272	81,586
Resources expended						
Cost of generating voluntary income		-	-	-	-	-
Cost of charitable activities	3	-	-	72,391	72,391	73,060
Governance		-	-	-	-	-
Other resources expended		-	-	-	-	-
Total resources expended				72,391	72,391	73,060
Net outgoing resources		-	-	7,881	7,881	8,525
Transfers between funds		-	-	-	-	-
Net movement in funds for the year		-	-	7,881	7,881	8,525
Balance brought forward		2	10,000	8,614	18,616	10,090
Balance Carried forward		2	10,000	16,495	26,497	18,616

All incoming resources and resources expended derive from continuing activities.

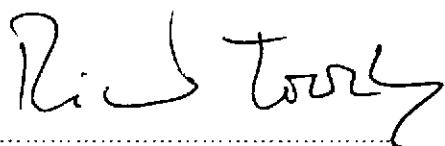
The notes on pages 7 to 9 form part of these financial statements.

TOWNLEY MEMORIAL HALL
BALANCE SHEET AS AT 31 AUGUST 2018

	Notes	£	2018 £	£	2017 £
Current assets					
Debtors	4	7,633		4,427	
Cash at bank and in hand		<u>23,081</u>		<u>19,525</u>	
		30,714		23,952	
Creditors: amounts falling due within one year	5	<u>(4,217)</u>		<u>(5,336)</u>	
Net current assets			<u>26,497</u>		<u>18,616</u>
Total assets less current liabilities			<u>26,497</u>		<u>18,616</u>
Reserves	6				
Restricted Project Fund			2		2
Designated Contingency Fund			10,000		10,000
Unrestricted general fund			<u>16,495</u>		<u>8,614</u>
			<u>26,497</u>		<u>18,616</u>

ON BEHALF OF THE TRUSTEES:

Approved by the Trustees on 18 October 2018 and signed on their behalf.



Mr R T Townley

TOWNLEY MEMORIAL HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and in compliance with Statement of Recommended Practice on Accounting by Charities.

Income

Income receivable in cash as grants and donations is included in full in the statement of financial activities as soon as it is ascertainable. Miscellaneous sales and bank interest are recognized on receipt. Identifiable income provided in kind is recognized as both income and expenditure.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specific project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

2. INCOMING RESOURCES

	31.8.18	31.8.17
	£	£
Voluntary income		
Donations	1,181	4,052
	<u>1,181</u>	<u>4,052</u>
 Income from charitable activities		
Hirings	63,446	63,784
Service charge	10,698	7,896
Electricity recharges	<u>4,947</u>	<u>5,854</u>
	<u>79,091</u>	<u>77,534</u>

TOWNLEY MEMORIAL HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

3. RESOURCES EXPENDED

	31.8.18 £	31.8.17 £
Costs of charitable activities		
Wages and National Insurance	30,379	28,522
Repairs and maintenance	15,863	21,905
Gas, electricity and water	13,503	13,143
Other costs	<u>12,646</u>	<u>9,490</u>
	<u>72,391</u>	<u>73,060</u>

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.18 £	31.8.17 £
Other debtors	<u>7,633</u>	<u>4,427</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.08.18 £	31.5.16 £
Accrued expenses	3,857	5,336
Deferred income	<u>360</u>	<u>-</u>
	<u>4,217</u>	<u>5,336</u>

6. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Designated Contingency Fund £	Restricted Project Fund £	Unrestricted Fund £	Total Total Funds £
Current assets	2	10,000	20,712	30,714
Current liabilities	<u>-</u>	<u>-</u>	<u>(4,217)</u>	<u>(4,217)</u>
Net assets	<u>2</u>	<u>10,000</u>	<u>16,495</u>	<u>26,497</u>

7. TRUSTEES' REMUNERATION AND EXPENSES

No trustees received remuneration in the period ended 31 August 2018 (2017 - £nil).

8. RELATED PARTIES AND CONTROL RELATIONSHIPS

The charity is under the control of the fifteen trustees, as set out on page 1.