

SHERBORNE ST JOHN VILLAGE HALL

REGISTERED CHARITY NUMBER 301945

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st DECEMBER 2018

SHERBORNE ST JOHN VILLAGE HALL

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018

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SHERBORNE ST JOHN VILLAGE HALLTRUSTEES AND PROFESSIONAL ADVISERS**Officers of Sherborne St John Village Hall Management Committee at 31st December 2018****Trustees**

Chairperson	Dr Richard Pettifer MBE
Secretary	Mrs Shawna Campbell
Treasurer	Mr Brian "Mitch" Mitchison
Committee Members	Mrs Hilary Andrews
	Mrs Tracey Jeram
	Mrs Debra Morgan
	Mr Paul Temple
Parish Council Representative	Mr Richard Morgan

User Group Representatives

None

Bankers

Lloyds Bank plc

Independent Examiner

Mr David Harlow FFA
 Harlows Accountants
 Lexham House
 Binfield
 Bracknell
 RG42 4HP

Solicitors

Phillips Solicitors Limited
 Town Gate
 38 London Street
 Basingstoke
 Hampshire
 RG21 7NY

SHERBORNE ST JOHN VILLAGE HALL

ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2018

The Committee of Management present their Report for the year ended 31st December 2018.

The Charity was established by Trust Deed dated 24th February 1967, and is registered with the Charity Commission Number 301945.

Objects, Organisation and Activities

The object of the Charity is to provide a village hall for the use of the inhabitants of Sherborne St John and the neighbourhood, in particular for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The Charity is organised as a Trust with a Committee of Management comprising elected and nominated members.

The members of the Committee of Management at the year end and their appointing body where appropriate were:

Dr Richard Pettifer MBE	Chairman	Elected member
Mr Brian Mitchison	Treasurer	Elected member
Mrs Shawna Campbell	Secretary	Elected member
Mrs Debra Morgan		Co-opted member
Mr Paul Temple		Co-opted member
Mrs Hilary Andrews		Co-opted member
Mrs Ruth Davies		Co-opted member (resigned Sept. 2018)
Mrs Tracey Jeram		Co-opted member
Mrs Stephanie Emo	Minutes Secretary	Non-trustee post
Mr Richard Morgan (Chair of the Parish Council) attended as an invited observer		

During 2018 the following changes were made to the Committee:

During 2018 Ruth Davies resigned as a Trustee and was not replaced.

Three members of the committee are elected on an annual basis at the Annual General Meeting; co-opted members are invited to join the committee by the elected members. New committee members are provided with information on the work of the charity and the role and responsibilities of a trustee and the responsibilities under the premises license.

It is the duty of the Charity's Trustees to approve the Trustees' Annual Report prepared by the committee.

The committee met formally seven times during the year ended 31st December 2018.

Principal Office

The location of the principal office of the Charity is:

Sherborne St John Village Hall
Kiln Road
Sherborne St John
Basingstoke
Hampshire
RG24 9HP

SHERBORNE ST JOHN VILLAGE HALL

ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2018

(continued)

Finance

It is the key responsibility of the trustees is to ensure that the Trust remains solvent in the long term and maintains a reserve to manage necessary capital expenditure whether for repairs and maintenance or for development of the facilities. The details of the financial position will be given by the Treasurer, but it is pleasing to report that the improvement made in 2017 has been sustained though 2018. Costs have been further restrained, primarily by reorganising the way in which we manage facilities such as cleaning, gardening and caretaking. Despite some unforeseen capital expenditure needed to complete the new store, the cash position at the year-end showed a small surplus over operational and investment costs.

Revenues have remained firm and charges were increased only in line with inflation. Grants which were obtained in 2017 but which could not be used for their designated purposes within that year were spent appropriately in 2018. This resulted in the replacement of all the outside lights with new LED units which greatly reduced the effects of the lights on our neighbours. The new outside store has also now been completed and is proving its worth.

Repairs and Maintenance

Keeping the Hall and its associated equipment in good repair is a major activity and cost element. This year we have replaced the hot water urn and purchased new tables. New outdoor public address equipment was purchased to allow us to make full use of the capability of the indoor system at events such as the fete and the village party with announcements made outside now relayed into the main hall.

Licences

After consulting with all current users who play pre-recorded music or use background radio, it was decided that the Trustees would not bear the expense of obtaining Performing Rights (PRL) and Phonographic Performance (PPL) Licences for the Hall but would continue the current policy of requiring all users who need them to obtain their own.

Caretaking

Sadly, the caretaker who joined us towards the end of 2017, fell ill and was forced to give up the role. He died shortly afterwards, and we record our condolences to his family. We carried out new recruitment largely through social media and, after a closely contested selection process successfully recruited a new contractor. In the process of this activity, the Trustees re-thought the way that they manage the Hall and recruited a contractor who agreed to undertake the Hall cleaning, gardening and minor maintenance and repairs. In this way, the caretaking role was expanded to be a more attractive proposition to the contractor and the Hall made significant savings in running costs. We welcome Mike Barnes to the role and look forward to a very successful relationship with him.

Pending the appointment of the new contractor, the caretaking work for the Hall was shouldered by the Trustees, particularly by Shawna and Ed Campbell and thanks are due to all the Trustees but to them especially for ensuring that the Hall was kept going.

General Data Protection Regulations

The Chairman and Booking Secretary attended a training course provided by Basingstoke and Deane and as a result some changes were made to the way in which the Trustees hold and manage personal data. All

historical paper records that contained personal data were destroyed and data obtained through the booking process are now held securely, off line in electronic format and are retained only for as long as necessary to ensure the efficient management of the Hall. All hirers are now required to agree to the use of their personal data for the purposes of their hall bookings.

Facilities

Monk Sherborne Horticultural Society was wound up during the year and their committee advised us that they would make a gift to SSJ Village Hall of a large (relatively new) gazebo and a cash donation of £1000. The gazebo has been received but the cash donation, delayed by administrative procedures, had not been received by the end of 2018 year.

Bookings and Fund Raising

The initiative taken last year to rationalise some of the short period hires in popular evening slots has continued to pay dividends and bookings, whilst always cyclical with school terms and summer breaks, have continued to show very slow steady growth through the year. The Hall remains very popular with local groups and for parties and other social functions and for some small-scale commercial services.

The village fete was the single largest event organised during the year. It was again very well supported by the Village and raised just over £2000 towards the capital expenditures and loan repayment. It is planned to run the Fete again in 2019, this time in collaboration with the Parish Council so that the event can be larger and more appealing than ever. We hope that we will continue to receive the support of the Village as a whole. In addition to the Fete we again ran the popular Scarecrow festival which we run as a community activity rather than as a fund-raising venture. Once again, we had a wide range of inventive entries and a most enjoyable festival.

Many other events were hosted through the year including an Art Exhibition, Craft Markets and Quiz Nights.

Car Parking

Although most of the village have respected the pleas made by the Trustees and do not use the Hall car park as a general parking facility, sadly there continue to be problems with a few persons who, though not using the Hall, regularly use the car park and prevent Hall users from accessing all the designated parking places. The Trustees have made specific arrangements with the School and with the Church to enable them to use the car park when it has not been hired out, but it is quite impractical to make arrangements with individuals on an ad hoc or recurrent basis. The fundamental problem remains that the Hall car park is for Hall patrons and is not a general village facility. Indeed, it was a condition of the planning consent for the present hall that the number of car parking spaces that we have (the minimum permitted for the size of the Hall) were provided for Hall users. Although last year the Trustees rejected the installation of an entrance barrier, they may reluctantly have to reconsider this position if the unauthorised use of the car park continues. They once again appeal to the Village to please respect the rights of the Hall users to the full use of the Hall car park and find alternative places to park when visiting the Swan, the Club or any other local facility.

Finally, thanks are due to all of those who have helped and supported the Hall during the year. They give their time and expertise free to the Village and without them, there would be no Village Hall.

On behalf of the Committee of Management



Dr Richard Pettifer MBE
Chairman of Trustees

Date 27 March 2019.

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF MANAGEMENT

OF SHERBORNE ST JOHN VILLAGE HALL

I report on the accounts of the Trust for the year ending 31st December 2018 which are set out on pages 7 to 11.

Respective Responsibilities of the Trustees and the Examiner

The charity's trustees are responsible for the preparation of the accounts and approving their Annual Report. 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
- follow the procedures laid down in the General Directions given by the commission under Section 145(5)(b) of the 2011 Act
- 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 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 next statement.

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

Mr David Harlow FFA
Harlows Accountants
Lexham House
Binfield, Bracknell
RG42 4HP

Signature..........
Date.....27 March 2019.....

SHERBORNE ST JOHN VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31st DECEMBER 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £	2017 £
INCOMING RESOURCES						
Incoming resources from						
Generated funds:						
Grants	2	£ -		£ -	£ -	£ 2,000
Donations - tax relief claimed/refunded		£ -		-	£ -	£ 50
Activities for generating funds:						
Fund raising		£ 4,384			£ 4,384	£ 4,656
Investment income/Other		£ 12			£ 12	£ 105
		<u>£ 4,396</u>	<u>£ -</u>	<u>-</u>	<u>£ 4,396</u>	<u>£ 6,811</u>
Incoming resources from Charitable activities:						
Charges for hall hire		£ 24,710	£ -	£ -	£ 24,710	£ 23,285
Wedding Hire Income		£ -	£ -	£ -	£ -	£ 490
Other		<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>
TOTAL INCOMING RESOURCES		<u>£ 29,106</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 29,106</u>	<u>£ 30,586</u>
RESOURCES EXPENDED						
Costs of generating funds:						
Fund raising expenses						
		<u>£ 912</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 912</u>	<u>£ 461</u>
GROSS PROFIT/LOSS		<u>£ 28,194</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 28,194</u>	<u>£ 30,125</u>
Water rates		£ 289			£ 289	£ 543
Light and heat		£ 3,087			£ 3,087	£ 3,142
Maintenance and repairs		£ 1,309			£ 1,309	£ 3,838
Caretaking and cleaning		£ 7,398			£ 7,398	£ 10,163
Insurance		£ 1,238			£ 1,238	£ 1,190
Marketing		£ 249			£ 249	£ 8
Telephone and Internet charges		£ 469			£ 469	£ 538
Licences		£ 180			£ 180	£ 180
Painting and re decorating		£ -			£ -	£ -
Gardening		£ -			£ -	£ 35
Sundries and Purchases	3	£ 9,636			£ 9,636	£ 119
Professional fees		£ 246			£ 246	£ 198
Depreciation		<u>£ -</u>	<u>£ 652</u>	<u>£ 10,478</u>	<u>£ 11,130</u>	<u>£ 10,478</u>
		<u>£ 24,101</u>	<u>£ 652</u>	<u>£ 10,478</u>	<u>£ 35,231</u>	<u>£ 30,433</u>
Governance costs						
Independent examiner's fee		<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>
TOTAL RESOURCES EXPENDED		<u>£ 25,013</u>	<u>£ 652</u>	<u>£ 10,478</u>	<u>£ 36,143</u>	<u>£ 30,894</u>
NET PROFIT/LOSS before transfers						
		£ 4,093	-£ 652	-£ 10,478	-£ 7,037	-£ 309
Loan Payments (Transfers)	9	-£ 3,000	£ 4,703	£ 3,000	£ 4,703	£ -
NET MOVEMENT IN FUNDS		<u>£ 1,093</u>	<u>£ 4,051</u>	<u>-£ 7,478</u>	<u>-£ 2,334</u>	<u>-£ 309</u>
BALANCES BROUGHT FORWARD						
1st JANUARY 2018		£ 17,525	£ -	£ 395,647	£ 413,173	£ 413,481
BALANCES CARRIED FORWARD						
AT 31st DECEMBER 2018		£ 18,618	£ 4,051	£ 388,168	£ 410,839	£ 413,173

SHERBORNE ST JOHN VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31st DECEMBER 2018
BALANCE SHEET AS AT 31st DECEMBER 2018

	Notes	2018 £	2017 £
Generated funds:			
Village Hall	4	£ 398,169	£ 408,647
Furniture and equipment	4	£ 4,051	£ -
		<u>£ 402,220</u>	<u>£ 408,647</u>
CURRENT ASSETS			
Debtors	5	£ 1,754	£ 1,725
Balances at bank:			
Deposit and interest bearing accounts		£ 6,204	£ 6,201
Current accounts		£ 11,366	£ 12,358
Cash in Hand		£ 300	£ 300
		<u>£ 19,624</u>	<u>£ 20,583</u>
LIABILITIES - amounts falling due within one year			
Creditors and accruals	6	-£ 1,005	-£ 3,057
Loans	6	-£ 3,000	-£ 3,000
NET CURRENT ASSETS/(LIABILITIES)		<u>£ 15,619</u>	<u>£ 14,526</u>
LIABILITIES - amounts falling due in more than one year			
Loans	7	-£ 7,000	-£ 10,000
NET ASSETS		<u><u>£ 410,839</u></u>	<u><u>£ 413,173</u></u>
Represented by:			
FUNDS			
General fund	8	£ 18,619	£ 17,526
Restricted fund	8	£ 4,051	£ -
Endowment fund	8	£ 388,169	£ 395,647
		<u><u>£ 410,839</u></u>	<u><u>£ 413,173</u></u>

Approved on behalf of the Managing Committee



Richard Pettifer

1st JANUARY 2019

AT 31st DECEMBER 2018

Date.....27/3/2019.....

SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2018

Generated funds:

1. Accounting PoliciesBasis of Accounting

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities", Charities SORP (FRS102).

b) Fixed Assets

Individual fixed assets costing £200 or more are capitalised at cost.

Depreciation is provided on the Village Hall building and furniture and equipment at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Village Hall building

2% per annum (straight line basis)

Sheds and External Storage

10% (straight line basis)

Furniture and equipment

25% (straight line basis)

Incoming Resources

Hall Hire: Charges for hall hire are credited to the Statement of Financial Activities when the hire occurs.

Grants and Donations: Grants are credited to the Statement of Financial Activities when the entitlement to the grant is confirmed.

Grants and donations are credited to the fund to which the income relates.

Resources Expended: Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of irrecoverable VAT.

Charitable activities: This represents the direct and indirect costs of the operation of the village hall.

Costs of generating funds: Fund raising costs are charged to the Statement of Financial Activities when the fund raising activities occur.

Governance costs: Governance costs are those costs associated with charity governance requirements, which relate to the running of the charity.

Taxation

As a registered charity no liability to taxation arises.

As a charity the village hall is eligible for 80% mandatory rate relief and also received 20% discretionary rate relief from Basingstoke and Deane Borough Council.

2. Grants from Sherborne St John Parish Council

An initial loan of £30,000 from the Parish Council is repayable, see note 7.

3. Committee Expenses and Donations**1st JANUARY 2019**

No member of the committee received any remuneration from the charity.

AT 31st DECEMBER 2018

Donations paid and received

No donations were made to Charities during this financial year

SHERBORNE ST JOHN VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2018
(continued)4. Fixed Assets for use by the Charity

	Freehold Village Hall	Furniture and Equipment	Total
1 st January 2018	£ 523,904.93	£ 19,101.77	£ 543,006.70
Additions	-	£ 4,702.99	£ 4,702.99
Disposals	-	-	-
31 st December 2018	<u>£ 523,904.93</u>	<u>£ 23,804.76</u>	<u>£ 547,709.69</u>
1 st January 2018	£ 115,257.96	£ 19,101.77	£ 134,359.73
Charge for year	<u>£ 10,478.10</u>	<u>£ 651.95</u>	<u>£ 11,130.05</u>
31 st December 2018	<u>£ 125,736.06</u>	<u>£ 19,753.72</u>	<u>£ 145,489.78</u>
Net Book Value at 31 st December 2018	<u>£ 398,168.87</u>	<u>£ 4,051.04</u>	<u>£ 402,219.91</u>
Net Book Value at 1 st January 2018	<u>£ 408,646.97</u>	<u>£ -</u>	<u>£ 408,646.97</u>

The village hall is valued at cost of construction less depreciation as at 31st December 2018. No value is applied to the land on which the village hall stands.

5. Debtors

	2018	2017
Hall hire fees	£ 1,753.61	£ 1,725.48
	<u>£ 1,753.61</u>	<u>£ 1,725.48</u>

6. Creditors: amounts falling due less than one year

	2,018	2,017
Creditors and Security Deposits Held	£ 1,004.74	£ 3,057.11
Parish Council Loan	£ 3,000.00	£ 3,000.00
	<u>£ 4,004.74</u>	<u>£ 6,057.11</u>

7. Creditors: amounts falling due in more than one year

	2,018	2,017
Sherborne St John Parish Council Loan	<u>£ 7,000.00</u>	<u>£ 10,000.00</u>
	<u>£ 7,000.00</u>	<u>£ 10,000.00</u>

During 2018 a total of £3,000 was repaid on the loan from the Parish Council. Under a Memorandum of Understanding between the Trustees of the Village Hall and the Parish Council it is agreed that £250 will be repaid each calendar month.

The Loan from Sherborne St John Parish Council is an interest free loan over a period of ten years commencing in May 2012, ending April 2022.

Loan maturity analysis

	2,018	2,017
Sherborne St John Parish Council Loan	<u>£ 10,000.00</u>	<u>£ 13,000.00</u>
Amount to be repaid over the period from Jan 2020 to date of termination	<u>£ 7,000.00</u>	<u>£ 10,000.00</u>
Included in current liabilities (repayable in next 12 months)	<u>£ 3,000.00</u>	<u>£ 3,000.00</u>
	<u>£ 10,000.00</u>	<u>£ 13,000.00</u>
Due 1-2 years	£ 6,000.00	£ 6,000.00
Due 3-5 years	£ 4,000.00	£ 7,000.00
Due > 5 years	£ -	£ -
	<u>£ 10,000.00</u>	<u>£ 13,000.00</u>

SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2018

(continued)

8 Summary of Net Assets by Funds

	Unrestricted Fund	Restricted Fund	Endowment Fund	Total
Fixed assets	-	£ 4,051.04	£ 398,168.87	£ 402,219.91
Current assets	£ 19,623.76	-	-	£ 19,623.76
Liabilities	-£ 1,004.74	-	-£ 10,000.00	-£ 11,004.74
	<u>£ 18,619.02</u>	<u>£ 4,051.04</u>	<u>£ 388,168.87</u>	<u>£ 410,838.93</u>

9 Funds

General Fund (unrestricted) - this represents the unrestricted funds over which the committee of management have unrestricted authority to spend the income and the capital to further the objectives of the charity.

Building Fund (restricted) - this represents funds received for the specific purpose of the building and equipping of the village hall, other than those that form part of the permanent endowment fund. Fund raising and donations with effect from 1st January 2003 to 31st December 2007 were treated as income of this fund.

Endowment Fund - this represents the value of the village hall building which must be held permanently by the charity in accordance with the terms of the grants received towards its construction.

With effect from 1st January 2008 all income of the building fund is treated as income of the general fund and a transfer is made from the general fund to the building fund to cover the cost of any furniture and equipment purchased in the year. Depreciation of the furniture and equipment is charged to the building fund.

Transfers have been made between the general and endowment funds during the year £3,000 (2017 £3,000) so that the endowment fund represents the written down value of the village hall less the total loans.

10 Security

The grants received towards the construction of the Village Hall are secured against the freehold building in the event of the grants being repayable.

In the event of the building ceasing to be used as a village hall, the grants are repayable to the funding organisations.