

SBAR Trustees' Annual Report

for the period:

From
01 January 2018

To
31 December 2018

Section A Reference and administration details

Charity name The St Briavels Assembly Rooms Ltd

Company Registration number 06558465

Registered charity number (if any) 1124367

Charity's principal address St. Briavels Recreation and Assembly Rooms

East Street

St. Briavels

Lydney

Gloucestershire

Postcode GL15 6TG

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Grace Bensted	Chairman		
2 Roger Stuart	Treasurer		
3 Elizabeth Carss		Resigned 14 August 2018	
4 Alan Bensted	Secretary		
5 Elizabeth Stuart			
6 Karen Cockfield			
7 Andrew Carss		Resigned 14 August 2018	
8 Alan Joyce	Deputy Chairman		
9 John Hurley		Appointed 7 February 2018	
10 Keith Norman	Company Secretary	Appointed 1 August 2018	

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document: Memorandum and Articles of Association

How the charity is constituted: Company Limited by Guarantee

Trustee selection methods: Appointed by Existing Trustees

Summary of the objects of the charity set out in its governing document

1. The Objects of the Charity are the provision and maintenance of a village hall for the use of the inhabitants of Hewelsfield and St Briavels, who own the hall, without distinction of political, religious or other opinions, including use for: -
 - a) meetings, lectures and classes, and
 - b) other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants.
2. The land identified in the schedules to the Charity Commission scheme must be retained by the trustees for use for the objects of the charity.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have had due regard for the Charity Commission's guidance on public benefit.

The Assembly Rooms are run as a charitable limited company, entirely by unpaid local volunteers, on behalf of the parishioners of St. Briavels, who own them.

After several years of redevelopment, 2018 (as the three previous years) continued the consolidation of the uses of the Halls, with total income almost unchanged from the previous two years.

As in previous years, the building was used by many local organisations and individuals during the year, including regular events and meetings such as the People's Choir, table tennis club, yoga, pilates, the art group, parent and toddler playtime, children and adult dance classes, language tuition, shows, concerts and quiz nights. The hall is also used for parish council meetings, the annual parish meeting, private functions and as the election polling station for the parish.

The cafe, which opens on Tuesday and Thursday afternoons, continued to be a major local facility offering free wi-fi, free international phone calls, newspapers and books and with local produce on sale. The cafe is attended by a mobile hairdresser and, regularly but not at every opening, by Citizens Advice and the local Community Support PC.

The Trustees continue to work under professional guidance to resolve ownership and rights of way disputes with neighbouring properties. Mediation attempts have unfortunately failed and the Charity issued proceedings during the year. We are advised by counsel of good prospects of success. Trustees have been subject to a campaign of intimidation and harassment in relation to these matters, including acid attacks on property. The police have been informed and have investigated, without conclusion. Trustees continue to follow guidance from the police and solicitors in relation to these attacks. Support and advice from the Charity Commission on how to proceed in these matters would be appreciated. There are no further serious issues to report.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

As indicated above, 2018 was a year in which the use of the redeveloped Rooms was consolidated. Income was level, but a 13% increase in costs resulted in a 50% decrease in net income from £5,236 to £2,602. Reserves however remained strong: cash at the bank totalled £16,964 against £17,267 the previous year.

The Board consider this financial strength to be an important foundation for the remaining big challenge of the comprehensive redevelopment of the Rooms: the restoration of the Reading Room. The planning and fund-raising for this has yet to take place as this must await the outcome of the current ownership and rights of way disputes, which are still on-going.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity's policy is to retain a reserve to cover the working capital required by the charity over a minimum 3-month period. However, previous capital works have been largely grant-funded, whereas the final phase of redevelopment (the major Reading Rooms project) is expected to need significant input from the Charity itself. Accordingly reserves continue to be increased in preparation for that phase.

Details of any funds materially in deficit None

Section F

Other optional information

NONE

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)

Full name(s) Grace Bensted

Position

(eg Secretary, Chair, etc) Chair

Date 12th September 2019

Company Registration Number: 06558465

Charity Registration Number: 1124367

**The St. Briavels Assembly Rooms Ltd
Company Limited by Guarantee**

Unaudited Financial Statements

Year Ended 31st December 2018

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

31st December 2018

	Note:	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income and Endowments				
Donations and Legacies	5	838	838	146
Charitable activities	6	26,523	26,523	27,673
Investment income	7	-	-	-
Total income		<u>27,361</u>	<u>27,361</u>	<u>27,819</u>
Expenditure				
Expenditure on Charitable activities	8	26,837	26,837	24,328
Other expenditure		-	-	-
Total Expenditure		<u>26,837</u>	<u>26,837</u>	<u>24,328</u>
 Net Income and net movement of funds		 524	 524	 3,491
 Reconciliation of funds				
Total funds brought forward		156,712	156,712	153,221
Total funds carried forward		<u>157,236</u>	<u>157,236</u>	<u>156,712</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee

Statement of Financial Position

31st December 2018

	Note:	2,018 £	2,017 £
Fixed assets			
Tangible fixed assets	12	214,680	216,704
Current assets			
Stocks	13	930	540
Debtors	14	990	1,831
Cash at bank and in hand		17,495	17,406
Total current assets		<u>19,415</u>	<u>19,777</u>
Creditors: amounts falling due within one year	15	11,060	11,062
Net current assets		<u>8,355</u>	<u>8,715</u>
Total assets less current liabilities		223,035	225,419
Creditors: amounts falling due after one year	16	65,799	68,707
Provisions for liabilities and charges		-	-
Net assets		<u><u>157,236</u></u>	<u><u>156,712</u></u>
Funds of the Charity			
Revaluation reserve		50,000	50,000
Other unrestricted funds		107,236	106,712
Restricted income funds		-	-
Total unrestricted funds		<u><u>157,236</u></u>	<u><u>156,712</u></u>
Total charity funds	17	<u><u>157,236</u></u>	<u><u>156,712</u></u>

For the year ending 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue at the AGM held on 12th June 2019 and signed on behalf of the board by:

G Bensted
Chair

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

1. General Information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is East Street, St Briavels, Lydney, Gloucestershire, GL15 6TG

2 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, The Financial Reporting Standard applicable in the UK and the Republic of Ireland, the statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (Charities SORP (FRS102)) and the Charities Act 2011.

3 Accounting Policies

Basis of Preparation

The Financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

The Financial statements are prepared in sterling which is the functional currency of the entity

Going Concern

There are no material uncertainties about the charity's ability to continue

Disclosure Exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) no cash flow statement has been presented for the company
- (b) disclosures in respect of financial instruments have not been presented

Judgements and Key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affects the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes

Designated funds are unrestricted funds earmarked by the directors for particular future projects or commitments

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

Incoming Resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reasonably measured. the following specific policies are applied to particular categories of income:

income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

legacy income is recognised when receipt is probable and entitlement is established.

donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible Assets

Tangible assets are recorded at cost, and are capitalised if they can be used for more than one year, and cost at least £500. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation.

Depreciation

Buildings are depreciated at £10 per annum; fixtures and fittings are depreciated at 10% of original cost per annum.

Stocks

Stocks are measured at the lower of cost or market value.

Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4 Limited by guarantee

The St. Briavels Assembly Rooms Limited is a company limited by guarantee and accordingly does not have a share capital. Every member promises, if the company is dissolved while he or she remains a member or within one year afterwards, to pay up to £1 towards the cost of dissolution and the liabilities incurred by the charity while he or she was a member.

5 Donations and Legacies

	Unrestricted funds	Total Funds 2018	Unrestricted funds	Total Funds 2017
	£	£	£	£
Donations	838	838	146	146
Grants Received	-	-	-	-
	<u>838</u>	<u>838</u>	<u>146</u>	<u>146</u>

6 Charitable Activities

	Unrestricted funds	Total Funds 2018	Unrestricted funds	Total Funds 2017
Local events and activities	<u>26,523</u>	<u>26,523</u>	<u>27,673</u>	<u>27,673</u>

7 Investment Income

	Unrestricted funds	Total Funds 2018	Unrestricted funds	Total Funds 2017
Bank Interest Receivable	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>

8 Expenditure on charitable activities by activity type

	Activities undertaken directly	Total Funds 2018	Activities undertaken directly	Total Funds 2017
Resources expended	<u>£ 26,837</u>	<u>£ 26,837</u>	<u>£ 24,328</u>	<u>£ 24,328</u>

9 Independent examination fees

	2018	2017
Fees payable to the independent examiner for:		
Independent examination of the financial statements.	<u>£ -</u>	<u>£ -</u>

10 Staff Costs

There were no employees during this or the previous year

11 Trustee remuneration and expenses

None of the trustees received any remuneration or other benefits from employment with the charity (2017 Nil)

The number of trustees who were paid expenses during the year was 2 (2017 5). The nature of the expenses were for costs reimbursed and amounted to £2,021 (2017 £5,077)

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

12 Tangible Fixed Assets

	Land & buildings £	Fixtures and fittings £	Total £
Cost			
At 1 January 2018	200,000	19,125	219,125
Additions	-	-	-
Revaluations	-	-	-
Disposals	-	-	-
At 31 December 2018	200,000	19,125	219,125
Depreciation			
At 1 January 2018	20	2,401	2,421
Charge for the year	10	2,014	2,024
Released on disposal	-	-	-
At 31 December 2018	30	4,415	4,445
Carrying amount			
At 31 December 2018	199,970	14,710	214,680
At 31 December 2017	199,980	16,724	216,704

Tangible fixed assets held at valuation

The Freehold Land and Buildings were professionally revalued on 18th May 2015 at £200,000. the original cost was £150,000

13 Stocks	2018	2017
	£	£
Raw materials and consumables	930	540
14 Debtors	2018	2017
	£	£
Trade debtors	990	1,831
15 Creditors: amounts falling due within one year	2018	2017
	£	£
Bank loans and overdrafts	7,793	7,794
Other creditors	3,267	3,268
	11,060	11,062
16 Creditors: amounts falling due after one year	2018	2017
	£	£
Bank loans and overdrafts	65,799	68,707

17 Analysis of charitable funds

Unrestricted funds

	At 1st January 2018 £	Income £	Expenditure £	At 31st December 2018 £
General funds	106,712	27,361	- 26,837	107,236
Revaluation reserve	50,000	-	-	50,000
	156,712	27,361	- 26,837	157,236

The St Briavels Assembly Rooms Ltd
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

18 Analysis of net assets between funds

	Unrestricted funds	Total Funds 2017
	£	£
Tangible fixed assets	214,680	216,704
Current assets	19,415	19,777
Creditors less than 1 year	- 11,060	- 11,062
Creditors greater than 1 year	- 65,799	- 68,707
	<u>157,236</u>	<u>156,712</u>

19 Additional Disclosures

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts.

19.1 Incorporation

The St Briavels Assembly Rooms Ltd was incorporated on 8 April 2008.

On 14 April 2008, The Charity Commission for England and Wales approved the scheme whereby The St. Briavels Assembly Rooms Ltd became the Trustee of the charity The St. Briavels Assembly Rooms Trust (no. 301610) which was formerly known as The St. Briavels Recreation and Assembly Rooms.

On 18 August 2008, The Charity Commission for England and Wales directed that the charity called The St. Briavels Assembly Rooms Trust should be treated as forming part of the charity called The St. Briavels Assembly Rooms Limited (No. 1124367) for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.

19.2 Directors and Officers during the Year

The Directors and Officers of the Company who served during the period were:

Grace Bensted	Director and Chairman	
Alan Bensted	Director	
Karen Cockfield	Director	
Elizabeth Stuart	Director	
Andrew Carss	Director	Resigned 14th August 2018
Elizabeth Carss	Director	Resigned 14th August 2018
Alan Joyce	Director	
Roger Stuart	Director	
Keith Norman	Director & Company Secretary.	Appointed Director 1st August 2018
John Hurley	Director	Appointed 7th February 2018

The Directors are the Members of the Charitable Company and are also the Trustees of the Charity.

Give here brief details of any items that the examiner wishes to disclose.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

RC

Date:

4.10.2019

Name:

RACHEL CLARE FENWICK

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

*ASSOCIATION OF CHARTERED CERTIFIED
ACCOUNTANTS.*

Address:

*ROSELAND TIDENHAM LANE
NP16 7JR*

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).

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

ST BRIAVENS Assembly Rooms

On accounts for the year
ended

31 December 2018

Charity no
(if any)

1124367

Set out on pages

1 - 3 .

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.