

**PURTON VILLAGE HALL/INSTITUTE CHARITY**  
Registered Charity Number 203202

**Statement of Financial Activities for Year Ended 31 March 2019**

Total Funds 2017/18		Note	Unrestricted Funds 2018/19	Designated Funds 2018/19	Restricted Funds 2018/19	Total Funds 2018/19
<b>Incoming Resources</b>						
£ 15,044	Grants & Donations	4	£ -	£ -	£ 12,955	£ 12,955
£ 6,135	Investment Council Offices Rent		£ 6,375	£ -	£ -	£ 6,375
£ 10,250	Investment - Library Rent		£ 10,250	£ -	£ -	£ 10,250
£ 20,970	Village Hall hirings, storage & other charges		£ 20,695	£ -	£ -	£ 20,695
£ 0	Interest		£ 0	£ -	£ -	£ 0
£ 9	Wayleaves & miscellaneous		£ 9	£ -	£ -	£ 9
£ <b>52,409</b>	<b>Total Incoming Resources</b>		<b>£ 37,330</b>	<b>£ -</b>	<b>£ 12,955</b>	<b>£ 50,284</b>
<b>Resources Expended</b>						
<b>Capital Expenditure</b>						
£ 3,509	Scaffolding, survey and gutter cleaning - Institute		£ -	£ -	£ -	£ -
£ 9,316	Renew flat roof and lanterns over foyer		£ -	£ -	£ -	£ -
£ <b>12,825</b>			<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Repair &amp; Maintenance of Property</b>						
£ 12,509	Salaries		£ 13,658	£ -	£ -	£ 13,658
£ 677	Employers NI		£ 762	£ -	£ -	£ 762
£ 110	Pension costs		£ 418	£ -	£ -	£ 418
£ 450	Heating service & maintenance		£ 495	£ -	£ -	£ 495
£ 938	Service of fire alarm & equipment		£ 559	£ -	£ -	£ 559
£ 2,567	Other Repairs & Maintenance		£ 1,951	£ -	£ 1,455	£ 3,406
£ 785	Fixed wire testing		£ -	£ -	£ -	£ -
£ 838	Cleaning & caretaking		£ 863	£ -	£ -	£ 863
£ <b>18,874</b>			<b>£ 18,706</b>	<b>£ -</b>	<b>£ 1,455</b>	<b>£ 20,160</b>
<b>Other Property Related Expenditure</b>						
£ 645	Water Rates		£ 374	£ -	£ -	£ 374
£ 4,847	Insurance		£ 4,457	£ -	£ -	£ 4,457
£ 503	Refuse Collection		£ 373	£ -	£ -	£ 373
£ 3,216	Electricity		£ 3,939	£ -	£ -	£ 3,939
£ 461	Gas		£ 590	£ -	£ -	£ 590
£ -	Health & Safety		£ 11	£ -	£ -	£ 11
£ <b>9,672</b>			<b>£ 9,744</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 9,744</b>
<b>Administration</b>						
£ 10,651	Salaries		£ 3,726	£ -	£ 10,000	£ 13,726
£ 667	Employers NI		£ 873	£ -	£ -	£ 873
£ 2,215	Pension Costs		£ 2,800	£ -	£ -	£ 2,800
£ 90	Advertising		£ 126	£ -	£ -	£ 126
£ 769	Licences		£ 623	£ -	£ -	£ 623
£ -	Postage		£ 13	£ -	£ -	£ 13
£ -	Training costs		£ 23	£ -	£ -	£ 23
£ 40	Subscriptions		£ 42	£ -	£ -	£ 42
£ -	Professional fees		£ -	£ -	£ 1,500	£ 1,500
£ 60	Audit & Accountancy		£ 70	£ -	£ -	£ 70
£ <b>14,493</b>			<b>£ 8,294</b>	<b>£ -</b>	<b>£ 11,500</b>	<b>£ 19,794</b>
<b>£ 55,864</b>	<b>Total Resources Expended</b>		<b>£ 36,744</b>	<b>£ -</b>	<b>£ 12,955</b>	<b>£ 49,699</b>
<b>-£ 3,455</b>	<b>Net Deficit/Income</b>		<b>£ 585</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 585</b>
£ -	Transfers between Funds		-£ 1,300	£ 1,300	£ -	£ -
£ 50,445	Gains on revaluation of fixed assets for Charity's own use		£ -	£ 100,067	£ -	£ 100,067
<b>£ 46,989</b>			<b>-£ 716</b>	<b>£ 101,367</b>	<b>£ -</b>	<b>£ 100,652</b>
£ 2,544,640	Balances brought forward 1 April		£ 14,052	£ 2,577,578	£ -	£ 2,591,629
£ <b>2,591,629</b>	<b>Balances carried forward 31 March</b>		<b>£ 13,337</b>	<b>£ 2,678,944</b>	<b>£ -</b>	<b>£ 2,692,281</b>

## Balance Sheet at 31 March 2019

2018		Note	2019
	<b>Fixed Assets</b>		
£ 2,572,677	Tangible Assets	5	£ 2,672,744
	<b>Current Assets</b>		
£ 3,617	Debtors and prepayments	6	£ 5,093
£ 24,748	Cash at bank and in hand	7	£ 28,454
	<b>Liabilities - Amounts Due Within One Year</b>		
-£ 9,413	Creditors and receipts in advance	8	-£ 14,009
<u>£ 2,591,629</u>	<b>Net Current Assets</b>		<u>£ 2,692,281</u>
	<b>Funds</b>		
£ 14,052	Unrestricted		£ 13,337
£ 2,577,578	Designated	5/9	£ 2,678,944
£ -	Restricted	10	£ -
<u>£ 2,591,629</u>	<b>Total Net Assets</b>		<u>£ 2,692,281</u>

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**

	2018/19	2017/18
Purton PC - Administration grant	£ 10,000	£ 9,000
Purton PC - Charity review	£ 1,500	£ -
Purton PC - Remove loose lead flashing from Institute roof	£ 1,455	£ -
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
	<b>£ 12,955</b>	<b>£ 15,044</b>

**5. Tangible Fixed Assets**

	2018/19	2017/18
Institute Grade II listed building	£ 1,742,495	£ 1,675,476
Village Hall	£ 832,033	£ 800,031
Boundary Wall	£ 54,823	£ 54,823
Furniture & Equipment	£ 42,095	£ 41,048
Piano	£ 1,299	£ 1,299
	<b>£ 2,672,744</b>	<b>£ 2,572,677</b>

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

**6. Debtors & prepayments**

	2018/19	2017/18
Other/Trade Debtors	£ 4,029	£ 1,039
VAT	£ 854	£ 2,378
Payments in Advance	£ 210	£ 200
	<b>£ 5,093</b>	<b>£ 3,617</b>

**7. Cash at bank and in hand**

	2018/19	2017/18
Lloyds Bank Current Account	£ 28,416	£ 24,704
Bank of Ireland Current Account	£ -	£ -
Petty Cash Account	£ 38	£ 44
	<b>£ 28,454</b>	<b>£ 24,748</b>

**8. Creditors & receipts in advance**

	2018/19	2017/18
Independent Examiner's Report	£ 70	£ 60
Trade Creditors	£ 5,692	£ 3,337
Receipts in Advance	£ 8,248	£ 6,016
	<b>£ 14,009</b>	<b>£ 9,413</b>

**9. Designated Funds**

	2017/18 Balance brought forward	Income transfers in	Expenditure transfers out	2018/19 Balance carried forward
New Water Heater	£ 1,400	£ 300	£ -	£ 1,700
Fix flooding problem next to Institute building	£ 2,500	£ -	£ -	£ 2,500
Decoration of Village Hall (5 year rolling programme)	£ 1,000	£ 1,000	£ -	£ 2,000
	<b>£ 4,900</b>	<b>£ 1,300</b>	<b>£ -</b>	<b>£ 6,200</b>

**10. Restricted Funds**

	2017/18 Balance brought forward	Income transfers in	Expenditure transfers out	2018/19 Balance carried forward
Administration and projects	£ -	£ 12,955	£ 12,955	£ -

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.....

Date.....

**Purton Institute & Village Hall Charity - Registered Charity Number 203202**  
**Trustees Annual Report 2018/19**

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 31<sup>st</sup> March 2019 or who served during the year (Parish Councillors):

Mr Raymond Thomas – Chairman of Council & Trustee Body  
Mr Geoffrey Greenaway  
Mr Paul Grigg  
Mr Scott Harflett (resigned in year)  
Mrs Helen Hicks  
Mr Neil Hooper – Vice Chairman of the Trustee Body  
Mr James Hurwood (resigned in year)  
Mrs Julie Ann Hurwood  
Mr Kevin Law  
Mrs Susan Matthews  
Mrs Vicky McKerrow  
Ms Susan Relfe  
Mr Jim Reid  
Mr Matt Rogers (resigned in year)  
Mrs Emily Seabrook  
Mr Grant Seabrook  
Mrs Elizabeth Wilson

Officers of the Trustee Body as at 31<sup>st</sup> March 2019:

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 23<sup>rd</sup> May 1892 (Wilts. A.C. Reports) and Indenture dated 13<sup>th</sup> November 1920 (Un. Rep. Vol. 207, pp. 101). Affected by a Scheme of the Charity Commissioners dated 5<sup>th</sup> 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 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.

The general public visit the hall for local entertainment such as theatre, dances, social evenings, 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:

A year of stability for the Charity. Income from hiring the hall remained at a similar level to the previous year. Regular hire for organised youth club activities commenced during the year, funded by the Parish Council, but otherwise there were no significant changes in users and activities.

Policy on Reserves – The charity does not have a formal reserves policy but ideally likes to maintain unrestricted reserves at a minimum of £11,000. This represents approximately three months' expenditure, if major projects are excluded, and can be freely spent on any of the Charity's purposes. As at 31<sup>st</sup> March 2019, the balance was £13,337.

Designated reserves were £6,200 as at 31<sup>st</sup> March 2019, with £1,700 allocated towards the cost of a new water heater, £2,500 to rectify a flooding problem next to the Institute building and £2,000 towards-re-decorating the Hall. There were no restricted reserves held.

#### Chairman's Report:

The complex covers the Museum, Library, Council Offices and the Village Hall.

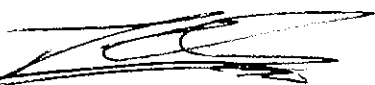
I stated last year the need to look closely at operations as it is not viable to carry on as it is. The Parish Council heavily supports the Charity financially and it must be queried if this is the right way to carry on into the future.

To this end we employed, at no cost to the Charity, a specialist consultant to investigate how we worked, what we could do to improve utilisation, reduce costs, make the complex sustainable and to keep the facility into the future.

The consultant's report, dated March 2019, makes a number of recommendations to improve the current situation and these will be progressed in the coming months.

This report has been approved by the Trustee body:

1<sup>st</sup> signature.....



2<sup>nd</sup> signature.....



Full Name.....  
Member of Trustee Body

RAY THOMAS

Full Name.....  
Member of Trustee Body

Kevin Law

Dated.....

28.10.19

Dated.....

28/10/19

**INDEPENDENT EXAMINER'S REPORT TO THE  
TRUSTEES OF PURTON VILLAGE HALL/INSTITUTE**

- <sup>1</sup> I have examined the financial statements of the Purton Village Hall/Institute (Charity Number 203202) for the financial year ended 31 March 2019

**Respective responsibilities of trustees and examiner.**

- <sup>2</sup> 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.
- <sup>3</sup> 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.**

- <sup>4</sup> 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.
- <sup>5</sup> 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**

- <sup>6</sup> 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.
- <sup>7</sup> 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: 3rd September 2019.