

# **Oake & District Village Hall and Recreation Ground**

Registered Charity 205829

## **Trustees' Annual Report 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

### **Names of Trustees**

Mrs H Weller	Chair
Mr J Sharland	Vice chair
Mrs K Horton	Secretary
Ms P Archer	Treasurer
Mrs S Earthrowl	
Mrs T Bellamy	
Mrs L Lean	
Mr B Collins	

## **Governance**

The charity was established by a trust deed dated 20<sup>th</sup> May 2002

## **Appointment of Trustees**

The trust deed governs the appointment of committee members who are the charity trustees. It allows for 5 elected members together with appointed members for user organisations. The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re-appointed.

## **Sources of Support and Advice**

Somerset Community Council, Victoria House, Victoria St Taunton TA1 3JZ  
Oake Parish Council

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been formulated:

Safe Guarding; Energy and Environment; Health and Safety;  
Equal Opportunities; Vulnerable Adults; Financial; Noise; Alcohol Provision;  
Data Protection.

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## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music

## **Risk Management**

### **Insurance**

The village hall is insured with Ansvar Insurance: with respect to Buildings insurance £1,137,808 cover, Property Owners Liability £5,000,000, Contents £63,402, Public Liability £5,500,000, Employer's Liability £10,000,000, Business Interruption £69,964, Legal Expenses £250,000, and Trustees Liability £1,000,000.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

## **Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel regularly.

The mains electrical installation is periodically checked by a qualified engineer within the 5 years period as required by law.

A Fire Safety Risk Assessment is now in place.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out other regular maintenance where appropriate.

## **Objectives of the Charity**

The object of the charity is, in the interests of social welfare, to improve the conditions of the lives of the inhabitants of the area of benefit, without distinction of political, religious or other opinions, by the provision and maintenance of a village hall and recreation ground.

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## **Principal Activities in Pursuit of Objectives**

The hall is in use most days of the week for a variety of activities and is available for hire for private functions.

## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

## **Volunteers' Efforts**

Management costs are minimised by the input of many voluntary hours by the Committee Members and Booking Secretary throughout the year, in general running activities and organizing various fundraising events.

## **2018/2019 Achievements**

The hard work of the committee has resulted in another successful year for the hall. Receipts have reduced slightly, whilst Payments have increased. Repairs and Maintenance have particularly increased in order to maintain the high standards of the hall, resulting in a Deficit, the first for some years.

## **Reserves Policy**

The Charity has over £50,000 in bank current and savings accounts as unrestricted reserves at the year end. These balances are available for unforeseen expenditure in relation to building maintenance or equipment and fixtures replacements. It is the Trustee's policy to maintain unrestricted reserves equivalent to at least annual revenue.

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## Future Plans

The committee wish to continue to offer an excellent facility to the village, and assist with any community projects where possible.

The Trustees declare that they have approved the forgoing report.

Signed on behalf of the charity's Trustees

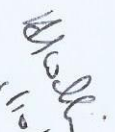
Signature: *K Horton*  
Full Name KIRSTEN HORTON  
Position SECRETARY  
Date 5 December 2019

## Oake &amp; District Village Hall

## Assets &amp; Liabilities

Year ended 31st March 2019

	2019		2018	
	£	£	£	£
<b>Fixed Assets:</b>				
Buildings	457423		457423	
Playspace	76596	534019	76596	534019
<b>Current Assets</b>				
Stock	855		477	
Debtors and Prepayments	775		1665	
Cash at Bank and in Hand	54283	55913	57598	59740
<b>Total</b>		<u>589932</u>		<u>593759</u>
<b>Less Creditors and Accruals</b>				
Toddler Group Funds	4021	4606	2439	2767
	585		328	
<b>Net Assets</b>		<u><b>585326</b></u>		<u><b>590992</b></u>
<b>Unrestricted Funds</b>				
Deficit/Surplus for year	209568	203902	205579	209568
	-5666		3989	
<b>Restricted Funds (Building Fund)</b>				
(Playspace)	304885	381424	304885	381424
	76539		76539	
<b>Total Funds</b>		<u><b>585326</b></u>		<u><b>590992</b></u>

  
 11/10/2019



## Oake &amp; District Village Hall

## Receipts &amp; Payments

Year ended 31st March 2019

2019				2018			
	Notes	Restricted £	Unrestricted £	Total £	Restricted £	Unrestricted £	Total £
<b>Receipts</b>							
Grants	1	1120		1120	1550		1550
Hall Bookings			21425	21425		23659	23659
Fundraising	2		7125	7125		5985	5985
15 <sup>th</sup> Party			584	584		0	0
Investment Income			237	237		210	210
Legacy			0	0		500	500
Other			81	81		170	170
<b>Total</b>		<b>1120</b>	<b>29452</b>	<b>30572</b>	<b>1550</b>	<b>30524</b>	<b>32074</b>
<b>Payments</b>							
Fundraising			3695	3695		3281	3281
Play space Expenses		560	3987	4547	500	1866	2366
15 <sup>th</sup> Party			1159	1159			
Repairs & Maintenance	3	560	13697	14257	1050	9723	10773
Administrative Costs	4		12580	12580		11665	11665
Other							
<b>Total</b>		<b>1120</b>	<b>35118</b>	<b>36238</b>	<b>1550</b>	<b>26535</b>	<b>28085</b>
<b>Net Receipts</b>		<b>0</b>	<b>-5666</b>	<b>-5666</b>	<b>0</b>	<b>3989</b>	<b>3989</b>
<b>Total Funds Brought Forward</b>		<b>381424</b>	<b>209568</b>	<b>590992</b>	<b>381424</b>	<b>205579</b>	<b>587003</b>
<b>Total Funds Carried Forward</b>		<b>381424</b>	<b>203902</b>	<b>585326</b>	<b>381424</b>	<b>209568</b>	<b>590992</b>

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# Oake & District Village Hall

## Notes to Accounts

Year ended 31st March 2019

Note	2019 £	2018 £
1		
<b>Grants Receivable</b>		
PCC : Play and Recreation Area	1120	1550
<b>Total</b>	<b>1120</b>	<b>1550</b>
2		
<b>Fundraising (Gross Income)</b>		
Village Fete ( shared with school)	678	603
100 Club	1392	927
Bar	1506	401
Whist Drives	3240	3551
Plant Sale	309	503
<b>Total</b>	<b>7125</b>	<b>5985</b>

Note	2019 £	2018 £
3		
<b>Repairs:</b>		
Floor clean , reseal	1194	
Boiler Repairs	1686	
Laptop Replacement	580	
General	10797	10773
	<b>14257</b>	<b>10773</b>
4		
<b>Administrative Costs</b>		
Booking Secretary	5550	4639
Energy Costs	2060	2459
Water	741	531
Insurance	1744	1634
Advertising	40	80
Internet & Telephone	768	589
Music Licence	751	804
Newsletter	418	367
Other	508	562
<b>Total</b>	<b>12580</b>	<b>11665</b>

11/10/2019





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Oake and District Village Hall

**On accounts for the year  
ended**

**31<sup>st</sup> March 2019**

**Charity no  
(if any)**

**205829**

**Set out on pages**

**1 - 2**

*(remember to include the page numbers of additional sheets)*

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2019.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (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 no concerns and 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:**

**Date:**

**20/09/2019**

**Name:**

**Pamela Fleming**

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

**Association of Accounting Technicians  
Foundation Award in Bookkeeping**



**Address:** 64 Mills Drive

Wellington

TA21 9ED

**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).

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