



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2018
Period end date

Period start date To 31st March 2019

Charity name: Baslow Village Hall

Charity registration number: 1162216

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a Village Hall for the use of the inhabitants of Baslow and Bubnell
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	All the village User Bodies, who nominate a trustee, used the hall throughout the year for meetings and activities. The Baslow Players produced their annual pantomime. Other community events, for which it is a venue, include the Baslow Winter festival, Parish meetings, Harvest supper, charity events, society fundraising, lectures, concerts etc. A range of other regular bookings include keep fit, Zumba, Pilates, mobility and dance classes. Occasional bookings, which were many and very varied, with many repeat bookings, included art exhibitions, celebratory gatherings, quiz evenings, neighbouring village groups, craft fairs, business meetings, quality clothes sales etc. In November, at the request of the Parochial Parish Council, the trustees hosted a sell-out Centenary Armistice celebration in the Hall.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the requirement for the hall to be used for public benefit and our provision complies with this.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants were made

Policy on social investment including program related investment	Para 1.38	There are no investments other than cash in the bank
Contribution made by volunteers	Para 1.38	All trustees and helpers are volunteers
Other		The Booking Clerk receives a modest remuneration

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The level of use of the hall has continued to be very satisfactory with many new and diverse hiring's. Feedback from users has been favourable, with many commenting that the facilities and organisation exceeded their expectations. We were sorry to lose our Booking clerk when she moved out of the area. She had done an excellent job and, in the absence of a Marketing Trustee had covered aspects of this role. Her replacement, who we recruited without any break in provision, is proving to be worthy successor. It is our intention to fill the Marketing Trustee position at the AGM, after a gap of 5 years. This addition to the skills mix will take pressure off other trustees and enable us to provide the community with a wider range of benefit. It should also increase the usage of the hall, resulting in more income for maintenance and improvement of facilities.</p> <p>A grant of £2600 was received from the "Better Derbyshire Dales Fund" .towards the cost of refurbishing the Ladies toilets, for which we were very grateful. We hope to complete the Gents next year.</p> <p>Other ongoing refurbishments and improvements which have been possible within budget have included rebuilding a boundary wall, exterior painting, and ongoing decoration. Cleaning and grass cutting costs have been kept to minimum whilst being conscious of the importance of the appearance of the interior and exterior of the premises. It will be necessary to change the arrangements for grass cutting next year and this may</p>

		<p>increase costs However as for all work carried out, tenders will be sought before decisions are made. We are grateful to the Baslow Garden Society for keeping the garden tidy and Baslow Flower Circle for maintaining exterior Flower tubs and decorating the hall for festive occasions. The exterior appearance has become increasingly important as we increase bookings for events, such as wedding receptions, which utilise the garden area for photographs and socialising.</p> <p>.</p> <p>This has been my first year as chairman and I have taken the opportunity to review our overall organisation and practices, bearing in mind the increasing complexity of running such an operation effectively, the demands on volunteers' time and the need to meet our Constitution and statutory requirements. At the March Committee of Trustees it was agreed to replace the Management Group with 3 Sub Committees to support the major functions of the Appointed trustees ie Treasurer, Secretary and Facilities and Maintenance. We are in the process of establishing Finance, Administration and Premises Sub Committees. It has been pleasing to see Nominated trustees come forward to serve on these and also offers from non-trustee village residents. Terms of Reference have been drawn up for Sub Committees and the Committee of Trustees as well as Roles and Responsibilities for trustees. I am confident that this structure will permit a more inclusive, efficient and effective operation which will benefit the hall and its objectives.</p> <p>After many years of truly outstanding service, our Treasurer Trustee has come to the end of her term of office. She has been instrumental in recruiting and training a replacement who we will be delighted to welcome at the AGM. We are truly grateful for all she has done. Compliance with the maximum 5 year trustee tenure rule, will result in more changes in trustees in the near future. While we are always sorry to see people who make such a valuable contribution retire, we embrace the ideas and energy of new trustees. We have included Succession Planning on our Committee of Trustee agendas and consider it important to prepare for changes.</p>
--	--	---

		<p>We concluded the year with a healthy balance of £19,566 in the bank. The hall was used for an average of 105 hours each month and generated an average of £1197 in hiring fees each month. I would like to thank all the trustees and helpers who have willingly given their time and expertise to ensure the smooth running and continuing success of the Hall. We all recognise that it is a wonderful community facility which is vital to village life and are committed to sustaining it for the future.</p> <p>Hazel Wills 29/05/19</p>
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have met our objective to serve the community whilst generating enough revenue to maintain the facilities in a condition that meets users' needs. We have maintained a first class facility which benefits the local residents and the village hall is a thriving community hub.
Performance of fundraising activities against objectives set	Para 1.41	The Charity has not held any fundraising events this year and revenue from bookings has been sufficient to meet our current needs and obligations.
Investment performance against objectives	Para 1.41	The charity has no investments
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at 31.03.19 was satisfactory
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	£10,000 is held in a reserve account to cover major repairs and renewals of the building which could arise and which would be of a scale that could not be financed from the day to day funds.
Amount of reserves held	Para 1.22	£19,566
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not material
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainty

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fees for hiring out the Hall
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable, as no investments held.
A description of the principal risks facing the charity	Para 1.46	1. Partial or total destruction of the Hall, but insurance is held to cover such. 2. A lack of bookings to the point where there were insufficient funds to maintain the Hall, but current trends show no indication at all of this. 3. A law suit regarding injury sustained on the premises, but there is in place a Health & Safety Policy, and a Risk Assessment is carried out periodically, and moreover insurance is held to cover such liability.
Other		None

Structure, Governance and Management

Description of charity's trusts:		Foundation model for a C.I.O
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 15 th June, 2015
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed Trustees are elected annually at the AGM by residents of the area of benefit. Ex-Officio Trustee is the vicar of St Anne's Parish Church, Baslow Nominated Trustees are put forward by the local clubs, societies and associations that are designated the User Bodies of the Hall

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees receive an induction pack which includes: The Charity Commission leaflet "The Essential Trustee"; the Constitution; annual accounts and latest report. The Administration Sub Committee will be reviewing our induction pack in the light of increasing regulations associated with running such a Charity. Trustees are encouraged to attend training courses organised by Rural Action Derbyshire.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Committee of Trustees meet Quarterly. The Charity has links with Rural Action Derbyshire and Action with Communities in Rural England and receives appropriate information and publications.
Relationship with any related parties	Para 1.51	Under its Constitution the Hall is obliged to permit St Anne's Parish Church Baslow to use the premises free of charge, subject to covering relevant heating and lighting costs.
Other		

Reference and Administrative details

Charity name	Baslow Village Hall
Other name the charity uses	None
Registered charity number	1162216

Charity's principal address	Nether End, Baslow, Derbyshire DE45 1SR

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	H Wills	Chairman	Whole year	Residents of Baslow and Bubnell
2	D E Clewes	Treasurer	Whole year	Residents of Baslow and Bubnell
3	M Macdonald	Secretary	Whole year	Residents of Baslow and Bubnell
4	R Jackson	Facilities and Maintenance	Whole year	Residents of Baslow and Bubnell
5	Rev M E Gilbert		Whole year	Ex-Officio, as Rector
6	J Haslam		Whole year	Baslow Players
7	Z L Penrose		Whole year	Baslow choir
8	J Singleton		Whole year	Baslow Flower circle
9	M Ashton		Whole year	Baslow Garden Society
10	A May		Whole year	Baslow Indoor Bowling
11	Dr J C B Newton		Whole year	Baslow Luncheon Club
12	R W Clark		Whole year	Baslow Parish Council
13	D Upton		Whole year	Baslow Parochial Parish Council
14	R J Warne		Whole year	Baslow Senior citizens
15	J Parker		Whole year	Baslow W I
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity Advisors		
Solicitors		

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Hazel Wills	Maria MacDonald
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	2019	

y

BASLOW VILLAGE HALL C.I.O.

Registered Charity No 1162216

Accounts for the Year ended 31st March 2019

BASLOW VILLAGE HALL C.I.O
Registered Charity No 1162216

ACCOUNTS FOR THE YEAR ENDED 31st March 2019

RECEIPTS AND PAYMENTS ACCOUNT

			12m period to 31.03.2019 £	12m period to 31.03.2018 £
RECEIPTS				
	Notes			
Commercial hirings			850	0
Local Hirings	8/9		14113	13469
Village Hall Armistice event			308	0
Donations	11		0	500
Donations - restricted			375	0
Sponsorship / Gift Aid			0	0
Sale of misc. items			0	8
Key deposit			0	0
Interest			15	4
DDDC Grant Restricted			2600	0
			<u>18261</u>	<u>13981</u>
PAYMENTS				
Water charges			399	314
Wages	7		1250	1510
Contract cleaners			2993	2307
Refuse Collection			426	413
Repairs/ Maintenance	4		2979	3592
Repairs/ Maintenance grant funded	4		2760	0
Equipment part funded by donation	5		540	891
Equipment	5		0	596
Performing Rights Licence			323	361
Light and Heat			2352	1873
Insurance			1392	1275
Garden Maintenance			264	197
Broadband			498	464
Cleaning materials			239	578
Sundries			377	476
Post and stationery / IT			70	50
TENS licences			0	0
Telephone			0	35
Advertising			0	85
Armistice celebrations			261	0
			<u>17123</u>	<u>15017</u>
Excess of receipts over payments			<u><u>£1,138</u></u>	<u><u>-£1,036</u></u>
CASH FUNDS				
<i>All unrestricted</i>	2			
Current account HSBC 01.04.2018			£8,405	£9,446
Deposit account (HSBC)			£10,023	£10,018
(Deficit) / Surplus this period			£1,138	-£1,036
			£19,566	£18,428
Current account HSBC 31.03.19	<i>unrestricted</i>		£9,530	£8,405
	<i>restricted 2</i>		£0	£0
Deposit account (HSBC) 31.03.19	<i>unrestricted</i>	6	£10,036	£10,023
			£19,566	£18,428

TREASURER'S STATEMENT

I have prepared the financial statements on pages 1 to 2 for the year ended 31st march 2019 from the accounting records of the village hall.

Diane Clewes F.C.C.A.

27.5.19

BASLOW VILLAGE HALL**Accounts for the Year ended 31st March 2019****NOTES****1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Charities Act 2011 using the Receipts and Payments basis available to small charities.

2 FUND ACCOUNTING

Unrestricted Funds may be used by the village hall for any of its ordinary purposes at the discretion of the Trustees

Designated Funds represent unrestricted funds set aside by the Trustees for specific designated purposes; they can be transferred back into general funds at the Trustees' discretion.

Restricted Funds represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

The restricted funds balance at 31.03.19 was zero, (2018 zero)

Permanent Endowment Fund

Land and Buildings: Baslow Village Hall, Nether End, Baslow.

3 MONETARY ASSETS

The village hall monies are held in segregated accounts.

4 Repairs and Maintenance

Fire prevention	439
Boundary wall	460
PAT tests	153
Decoration	960
Flooring ladies toilets	500
Misc items	467
	2979

Grant funded: Refurbishment of ladies toilets	2760
---	-------------

5 Equipment

Loft ladder	540
-------------	------------

6 Of the £19566 held in the bank at 31.03.2019 £773 is payment in advance for 2019/2020 hiring.

7 The wages creditor at 31.03.2019 was £0.

8 The average hiring income works out at £1197 for the 12 months
The average hours let per month is 105 for the 12 months
The average hourly rate for letting is £11.40 for the 12 months

9 Money due to Baslow Village Hall at 31.03.2019: March hire, (Less any paid at the time of hiring).	£1,148
---	--------

10 Money due by Baslow Village Hall at 31.03.19

Deposits for future hire	£773
Fab cleaners	£0
Misc other expenses	£0

11 The donation was kindly made from Baslow Players.

12 Assets retained for the Charities own use

Furniture (Chairs and tables)
Cleaning equipment
Kitchen equipment (Cooker, Fridge, Crockery)
P A System

The above assets, together with the Permanent Endowment Fund referred to above in note 2, and together with the Cash Funds at bank totalling £20357 as shown on page 1, were all made over by a Vesting Declaration of the 1st October 2015 from the Charity bearing registered number 520414 and also known as "Baslow Village Hall".

ACCOUNTS FOR THE YEAR ENDED 31st March 2019

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of Baslow Village Hall for the year ended 31st march 2019, which are set out on pages 1 and 2.

Responsibilities and basis of report

The charity' trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in any material respect:

accounting records were not kept in accordance with section 130 of the Act or

the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by the Independent Examiner:

date:

Name; Philip Kirk

Relevant professional qualification: Retired Tax inspector

Address: Magnolia Cottage, School Lane , Baslow. DE45 1RZ