

Stogursey and District Victory Hall Committee

Registered Charity No. 11737753

Trustees' Annual Report

1st October 2019 - 30th November 2020

Chairman of the Trustees: Chris Ford

Christmas Cottage, High Street, Stogursey, Bridgwater, TA5
IPL

Tel: 01278 732191

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Names of Trustees

Chris Ford	Chairman and acting Treasurer
Ron Dyer	Vice Chairman
Allan Searle	Booking Secretary
John Baker	Secretary
Lisa Dunwood	Minutes Secretary
Valerie Boxall	
Steve Dixon	
Sukey Elstob	
Shana Floyd	
Jan Ford	
Katie Foster	

Sylvia Hibbs

Chris Morgan

John Nicholson

Colin Palmer

Sources of advice and support

Bank: Lloyds Bank, 25 Cornhill, Bridgwater, TA6 3AY

Architects: LED Architects, Ash House, 2 Burnham Road, Highbridge,
Somerset, TA9 3JF

Stogursey Parish Council

Somerset West and Taunton District Council

Governance

Stogursey and District Village Hall Committee was originally set up as a charity by a deed of conveyance dated 21 July 1953. The original charity was closed in 2017 and all its assets were transferred to this registered Charity. The main difference between the old and new being that trustees were personally liable for the debts of the original registered charity but they are not liable for the debts of the new registered charity which was set up as a Charitable Incorporated Organisation.

Objectives of the Charity

The objectives of the charity are to run a village hall and to promote its use for the benefit of the inhabitants of the Parish of Stogursey in Somerset and its immediate vicinity without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions. The provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

Appointment Of Trustees

The Constitution governs the appointment of Trustees. Organisations that make frequent use of the trusts facilities are each entitled to appoint a trustee. Other trustees can be elected at the AGM. Elected trustees period of trusteeship starts at the end of the AGM at which they were elected and ends at the end of the following AGM. Up to three further trustees can be co-opted.

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 adopted:

Health and Safety Policy

Child Protection Policy

Vulnerable Adults Protection Policy

Copies Of these policies are displayed on the noticeboard in the hall.

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 (including alcohol) 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.

Insurance

The Victory Hall is insured with respect to property damage (buildings insurance) by Allied Westminster (£1,653,962 cover). It is insured by the

same company with respect to contents (up to £70,000), public liability (£10,000,000), Employers Liability (£10,000,000).

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

The Charitable Incorporated Organisation (CIO) owns and manages two buildings. One is known as the Youth Club Building. This is used by the Youth Club and the Quantock Musical Theatre Company (QMTC). It is available for hire by others at times when it is not in use by those organisations.

The new main building was handed over to the trust on 16 October 2020. Covid regulations have severely restricted its use since then. The new building has a complete set of commissioning certificates that will be checked and updated as required by law and statutory regulations

The following applies to the Youth Club Building:

No Gas Supply

Portable electrical appliances are checked annually by a qualified electrician.

The mains electrical installation is checked by a qualified engineer every five years.

A Fire Safety Risk Assessment is updated annually by the Committee's own Health and Safety Officer as required by law.

Fire fighting appliances are inspected annually by a qualified engineer.

Volunteers from the committee carry out other regular maintenance checks.

Principal Activities in pursuit of Objectives

Most of the regular activities that were undertaken in the now demolished Hall were transferred to the Youth Club. These included short-mat bowls, Help the Aged Thai Chi and Keep Fit classes, Parish council meetings, the bingo club and line dancing. These activities have had to shut down since March 2020 due to Covid restrictions. Stogursey AFC are using another

venue for their home games but intend to return to play out of the new Hall by the end of 2020.

.The tennis club use the outdoor multi-use games area. They will use the toilets and changing rooms when required.. Once Covid Regulations allow the Youth Club building will be used for the weekly Youth Club and the weekly meetings/practices and rehearsals of the QMTC. It can also used for other meetings and events when it is available..

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 and associated facilities are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers to help with cleaning and maintenance work. Volunteers help maintain the grounds. Grass cutting is a major task. Our ability to maintain the football field has declined and this is now done by a contractor. Volunteers give valuable time to run the regular clubs, maintain the records and accounts, manage bookings, make payments and deal with invoices and receipts, and to carry out all the administrative tasks associated with operating a hall and a football field and Multi Use Games Area. Volunteers also organize and run fund raising activities. The annual Flower Show and the 50/50 Sale have been suspended first until the new hall was available and now until Covid restrictions allow.

Period Covered by the Report

This report covers the period from 1 October 2019 until 30 November 2020. The extension is due to the inability to hold an AGM because of Covid restrictions. An online meeting is not a suitable alternative to a live meeting because some of our valued trustees lack access to the necessary hardware and software.

2019 - 2020 Achievements

Our main achievement was taking delivery of the new hall.

The Portakabin used for temporary storage has been returned.

We have obtained a premises licence to allow a full range of village activities including selling alcoholic drinks.

We have installed extra CCTV cameras.

We have procured new furniture and kitchenware using a grant from Viridor Credits.

We are halfway through the works required to protect the field, including the football pitch, from unauthorised incursions by cars etc.

Reserves Policy

The Charity has agreed to retain a minimum of the amount of the greater of the unspent CIM Fund Monies or the Retention sum due to the builder in its N02 deposit account until the new build is fully paid for.

Future Plans

We plan to hold a celebration for the new hall as soon as Covid permits.

We aim to offer restaurant style catering in the new hall.

We intend to launch an updated website before the Covid restrictions are removed.

We intend to restart our regular clubs as soon as Covid permits.

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

Signature



Full name

Christopher Robin Ford

Position

Chairman

Date

24 December 2020

**STOGURSEY AND DISTRICT
VICTORY HALL COMMITTEE**

**ACCOUNTS FOR THE YEAR ENDING
31 AUGUST 2020**

REGISTERED CHARITY NO 1173753

STOGURSEY AND DISTRICT VICTORY HALL COMMITTEE
Accounts for the year to 31 August 2020

Receipts

	2019/20	2018/19
Rent	3191.72	5329.00
Donations	1200.00	N/A
Grant Y/C	4500.00	N/A
Grant	20000.00	N/A
Grants and Donations Hall	N/A	3901.98
Grants and Donations Y/C	N/A	680.00
Grants and Donations New Build	N/A	76760.88
Lottery	1434.00	1393.00
Insurance	318.61	N/A
Transfers and Repayments	91840.26	45666.77
Ground Care	75.00	N/A
Electricity	104.44	N/A
New Build	77439.00	N/A
Interest	14.23	15.80
Other Income	N/A	975.25
Totals	200117.26	133747.43

STOGURSEY AND DISTRICT VICTORY HALL COMMITTEE
Accounts for the year to 31 August 2020

	Payments	
	2019/20	2018/19
Licences	294.80	311.20
Donations	200.00	0.00
Gifts	31.50	0.00
Lottery	780.00	730.00
Insurance	676.31	1179.69
Transfers and Repayments	89787.36	44817.67
Grounds Care (inc mower fuel)	1208.13	117.70
Temporary Storage	2059.32	811.57
Postage, Stationery, Office Equipment	125.16	326.02
Training	30.00	30.00
Water	441.73	565.64
Telecommunications	333.96	343.74
Electricity (Lighting & Heating)	1325.08	939.86
New Build	91781.00	90614.11
Repairs and Maintenance - Y/C	831.16	99.87
Repairs and Maintenance - Hall	0.00	318.64
Repairs and Maintenance - General	0.00	354.67
Grants - Y/C		0.00
Gas	31.42	0.00
Youth Club Running Costs	3366.00	6732.00
Furniture and equipment	600.00	789.39
Cleaning Materials	0.00	84.29
Miscellaneous Expenses	0.00	398.90
Wages	0.00	1500.00
Legal and Professional	0.00	2288.92
Totals	193902.93	153353.88

STOGURSEY AND DISTRICT VICTORY HALL COMMITTEE
Accounts for the year to 31 August 2020

STATEMENT OF ASSETS AND LIABILITIES

	£	£
CASH AT BANK AND IN HAND	2019/20	2018/19
Treasurers Account	17876.15	37444.52
Youth Club Account	7228.87	3909.95
Shake/ New Build Account	2472.90	864.00
Multi Sports Account	7216.61	7216.61
Santander Account	N/A	25310.64
Deposit Account	46188.93	N/A
Cash in Hand	164.19	187.60
Total	81147.65	74933.32


In addition to the above we have an investment in the CCLA COIF Charities Investment Fund - Accumulation Units.

On the 29th of February 2020 our investment had a value of £15,381.26 and a bid market value of £15346.65.

Cash Flow Movement in the Year

Balance Brought Forward	74933.32	94539.77
Total Income	200117.26	133747.43
Total Expenditure	193902.93	153353.88
Balance Carried Forward	81147.65	74933.32

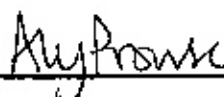
Approved By
Chris Ford - Chairman and Acting Treasurer.



Date

7/9/20

On the Information Supplied
Audit carried out by Aly Prowse



Date

23rd October 2020.

Dear Chris

STOGURSEY VICTORY HALL ACCOUNTS

These are the (very) few points I picked up from auditing the accounts. As I mentioned on the phone, I found the accounts much more organised and easier to follow this year which is a credit to you considering the large sums of money involved, your involvement with the building project itself and not forgetting set in amongst the Covid-19 pandemic – very challenging times for us all.

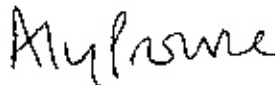
1. Has a cheque book got out of sequence (eg for cheques 1201-1225)?
2. November 2019 CREDIT & DEBIT Schedule – Voucher 42. This covers the lottery draw for October (£50), November (£50) and December (£175). The November and December payments are listed as a lottery payment on the accounts schedule, but the October payment is not.
3. Donations - on the CREDIT & DEBIT Schedules
 - a. 20.9.20 Description – Donation - £265. I did find out this was from A.Searle
 - b. 7.2.20 Description - Deposit 500389, £470 but does not advise where from
 - c. 6.8.20 Description - Donation - £25, but does not advise where from

All other Donation entries advise where from, thus providing an audit trail.

4. Accounts summary
 - a. Last bank statement for Multi Sports A/C shows a balance of £7216.61 as at 2.1.19. I have assumed there have been no transactions since that date.
 - b. There was an error on Payments 2019/20, Grants – Y/C of £4500 (the total including this figure would then have been £198402.93). I have amended and printed a new copy at the front of Section 1 in your lever arch file (I have also signed these). As per our telecon I will create an Excel spreadsheet for the account summary for you to use which will then reduce the margin of error.

I am therefore happy to sign off the accounts as a true and accurate record based on the information supplied to me

Signed:



Date: 22.10.20

Mrs A Prowse