



Ugborough Village Hall

Trustees Annual Report and Accounts

For the Year Ending 31st March 2020

Registered Charity Number 301002

Address: Ugborough Village Hall, The Square, Ugborough, Devon PL21 0NT

Ugborough Village Hall

Annual Report And Accounts For The Year Ending 31st March 2020

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Ugborough Village Hall

Annual Report for the Year Ending 31st March 2020

Legal Status

Ugborough Village Hall is a Registered Charity – Number 301002.

The provision and maintenance of its facilities is managed in accordance with the Governing Conveyance for the Village Hall dated 17th May 1968.

Objects

The Governing Conveyance for the Village Hall states the Hall facilities are “for the use of the inhabitants of Ugborough and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or political, religious or other opinions and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants”.

The charity carries out these objects by;

- a) A commitment to open the Hall every day of the week at affordable rates, with specific subsidised charges where appropriate.
- b) Maintenance of the building’s facilities to a proper standard, ensuring compliance with relevant legislation
- c) Proper management of the organisation’s finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the Hall’s activities
- d) Support and initiatives to help existing and new activities in the Hall.

The Committee is committed to enabling as many people as possible to access the facilities provided by the Hall in line with the above Village Hall Governing Conveyance, the Charities Act and the Charity Commission’s guidance on public benefit.

Additional Information

The Committee/Trustees meets the cost of insuring the Village Hall and its contents and of providing Trustee Indemnity cover.

Management Committee and Trustees

The following Trustees have held office during the year ending 31st March 2020:-

- Caroline Martin – Chairperson*
- Stafford Williams – Honorary Secretary*
- Kate Brampton – Honorary Treasurer*
- Philomena Jones – Booking Secretary*
- Catherine Gwynne (Ugborough & Bittaford Preschool Representative)
- Joy Hosking* (non-assigned)
- Tim Slater (Parish Council Representative)

The members of the management committee are either appointed by the organisation nominating them, elected annually by the community, or co-opted. Elected members are indicated by an asterisk (*) and co-optees by a hash (#).

Bankers

Lloyds Bank Plc
13, Fore Street
Ivybridge
Devon PL21 9AD

Independent Examiner

Tom Holway F.C.M.A (Honorary)
Sou' West
Ugborough
Devon PL21 0NR

Ugborough Village Hall

Annual Review for the Year Ending 31st March 2020

The Trustees present their Annual Report and Accounts for the year ended 31st March 2020.

The Village Hall continues to operate under the control of the Committee of Trustees with the support of the Caretaker/Cleaner.

The Committee meet monthly to which all user groups are welcome. As well as the formal monthly meetings which oversee the operation and activities of the Village Hall, establish resource budgets, exercise financial control and plan for its future (in relation to both Hall envelope, fabric, systems and equipment and activities), these meetings provide a useful opportunity to share concerns, information and consult with users about the running of the Hall. There have been eleven meetings this year.

The Village Hall has continued to have a wide range of users in this last financial year, both groups and individuals including Preschool, Toddlers, Breakfast Club, After School Club, School, Pilates, History Group meetings, Sustainable Saturdays markets for local suppliers including the Café, Tuesday Lunch Club, Senior Citizens Christmas Meal, Fair events, Children's parties, Printing Workshop, Church events, Polling Station, Parish Council meetings, Amateur Dramatics, Group Social Functions, Fundraisers and other Individual Private Hires.

It is still the policy that organisations and individuals should obtain their own Temporary Event Notice when wishing to sell alcohol at events in the Hall.

Due to the Coronavirus disease (COVID-19) and government restrictions, the Village Hall had to close towards the end of March 2020, but afterwards the Hall was able to support the Preschool to provide two days of emergency accommodation for key worker children and also provide an emergency venue for the Ugborough Post Office due to its usual venue not being available.

The Village Hall insurers have been kept informed of the Village Hall closure and its use as an emergency venue for Preschool for two days and the Post Office once a week. Virus control measures are in place and the cleaner/caretaker services continue within the Village Hall.

This year has seen the ceiling lighting in the main hall updated due to several recent light fitting failures, and other minor replacements/repairs have taken place. Two professional costed feasibility studies have been carried out for two potential future projects associated with increasing the head height of the existing kitchen servery hatch to the main hall and remodelling the toilet area to double the number of WC toilets. An updated Asbestos Management Survey Report has also been commissioned and carried out.

Planned annual legislative maintenance works have taken place as required during the year.

The Hall continues to use the “Ugborough.com” website which includes the Hall calendar, online booking facility, hire rates and terms and conditions, and other information relating to the facilities offered.

The Committee have carried out an annual review of potential future hire fees from September 2020 and these proposals are set out in the May 2020 AGM agenda.

The Village Hall enters the next financial year with COVID-19 and government restrictions in place for an unknown period of time –this will have some consequences for the Village Hall and it will also mean the monthly meetings will be virtual for the time being.

The Parish Council defibrillator continues to be housed externally on the front of the Village Hall and all appropriate weekly and monthly checks are completed and reported to the Parish Council and South-Western Ambulance Service Accreditation Scheme.

I would like to pass on my thanks to all those, who for the last 12 months have been part of the Committee. The Committee wish to express their appreciation to all those who have provided support in various ways for the Village Hall, to the groups and individuals who have hired the Hall and also those Bodies and Groups who have provided grant funding and/or made donations to the Hall.

Thanks also to our cleaner/caretaker Helaena Pilcher and her support team for keeping the Hall looking good for Hall Users. Others have carried out the deep cleans and window cleaning.

Thank You

Caroline Martin
Chairperson
Charity Number 301002

Ugborough Village Hall

Financial Performance for Year Ending 31st March 2020

The Village Hall accounts for the year ending 31st March 2020 show the Hall to be in a healthy position financially.

The accounts show a surplus for this financial year of £1,556.48.

The accounts reflect the regular use of the Hall and the continued day to day ad hoc support provided by volunteers giving their time at no cost. The accounts also reflect the financial support the Hall received from funding bodies and donations from local groups.

The Village Hall ends this financial year with money in the bank despite some necessary hire cancellations due to the COVID-19 and government restrictions.

Running costs associated with the Village Hall have been as anticipated and covered by hires within the financial year 2019/20. The Utility spend includes the 'South West Water' water supply and sewerage rates which are now paid on a monthly basis throughout the year rather than in two half yearly amounts in advance. Longer term contracts over two or three years are negotiated at renewals for insurance, energy and internet as this offers best value and also assists with ongoing budgeting.

Significant general donations have been received from local groups including Ugfest, Ugborough Fair and the Ugborough Dramatic Society in this financial year totalling £2,647.62 to top up Village Hall general reserves for future projects and works. Ugborough Sustainable Saturdays donated £600 towards the new upholstered chairs (with arms), covering approximately half the cost. These donations have been very gratefully received.

A Locality Fund grant of £150.00 from Devon County Council was successfully applied for in this financial year and specifically used towards the Emergency Rising Water Mains work which was paid for in the 2018/19 financial year.

Two professional costed feasibility reports have been carried out for two potential future projects associated with increasing the head height of the existing kitchen servery hatch to the main hall and remodelling the toilet area to double the number of WC toilets.

The cost of the feasibility report (£199.20) associated with increasing the head height of the kitchen servery hatch to the main hall has been funded by donations from the Ugborough Sustainable Saturdays Bring and Buy Table – this money was received by the Village Hall in its 2017/18 financial year. A grant application in relation to this project has been made to the National Lottery Awards for All Community Fund – in April 2020 we were informed we have been successful with our bid and have now received the requested funding.

An updated Asbestos Management Survey Report has also been commissioned, carried out and paid for in this financial year by the Village Hall – grants towards the cost have been applied for and will be received in the next financial year from the Devon County Council Locality Fund (£400.00) and Ugborough Parish Council (£242.00).

Following a recent financial review, for the 2020/21 financial year, this Hall needs an income in the region of at least £10,500 to avoid using its reserves to cover the annual running costs and some minor replacements, repairs and/or upgrades. This will require a review of the hire rates for use from September 2020.

The Village Hall enters the next financial year with no hire income due to the COVID-19 and government restrictions for an unknown period of time. The Village Hall has general reserves which will need to be used to cover all Village Hall expenditure during this time including payment of bills, invoices, charges and meeting liabilities as they fall due – these reserves would be expected to have been used for much needed updating projects/maintenance work.

Our thanks go to Tom Holway who has once again audited our accounts for the financial year 2019/20.

Finally, I want to thank all those groups and individuals who have volunteered to support the Hall, hired for use, paid promptly for Hall hire, used the utilities economically, left the Hall clean for other users, and those Bodies and Groups who have provided grant funding and/or made donations to the Hall – without this support these Accounts for 2019/20 would not be as healthy as they are - thank you.

Kate Brampton
Honorary Treasurer
Charity Number 301002

Ugborough Village Hall

**Independent Examiner's Report to the Trustees of Ugborough
Village Hall**



Section A Independent Examiner's Report

**Report to the trustees/
members of** Ugborough Village Hall

**On accounts for the year
ended** 31st March 2020 **Charity no
(if any)** 301002

Set out on pages Pages 12 & 13 of the Trustees Annual Report & Accounts
for Year Ending 31st March 2020

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2020.

**Responsibilities and
basis of report** As the charity trustees of the Trust, 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 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: T Holway **Date:** 12th May 2020

Name: Tom Holway

**Relevant professional
qualification(s) or body
(if any):** FCMA
Fellow of the Chartered Institute of Management Accountants

Address: Sou'West, Ugborough, Devon PL21 0NR

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

No matters of concern to highlight.

Ugborough Village Hall

Income & Expenditure & Balance Sheet Summary of Accounts

UGBOROUGH VILLAGE HALL COMMITTEE			
<u>Income & Expenditure Account for the Year Ended 31 March, 2020</u>			
Income		Expenditure	
	£		£
Hirings	10,512.30	Heat, Light, Water & Waste	3,562.37
Donations - General	2,647.62	Cleaning, supplies etc.	2,279.05
Rising Main Grant - DCC	150.00	Repair, Renewal & Servicing	2,379.56
Donations - Armed Chairs	600.00	Fees	307.58
		Insurance	757.92
		Internet Charges	266.40
		Armed Chairs	1,179.36
		Toilet Adaptation Project (Feas.)	780.00
		Kitchen Hatch Project (Feas.)	199.20
		Asbestos Man/Refurb Report	642.00
		Surplus for 2019/20	1,556.48
	<u>13,909.92</u>		<u>13,909.92</u>
<u>Statement of Assets & Liabilities as at 31 March, 2020</u>			
		£	£
Opening Balance as at 1 April, 2019			11,554.79
Add: Surplus for 2019/2020			1,556.48
Closing Balance as at 31 March, 2020			<u>13,111.27</u>
Represented by:			
Balance Current A/c Statement 31 March, 2020		13,284.85	
Less: Unpresented Cheques		23.58	
Add: Unpresented Receipts		0.00	
Current Account Balance per Books			13,261.27
Less: Liability- Returnable Deposit 31 March 2020			150.00
Closing Balance as at 31 March, 2020			<u>13,111.27</u>
The Books and papers of the Ugborough Village Hall Committee have been inspected and the above accounts prepared from them. It is confirmed that these accounts give a true picture of the finances of the Committee for the Year ended 31 March, 2020.			
K J Brampton	Kate Brampton (Honorary Treasurer) Hill House, Ugborough, Devon, PL21 0NJ		
T Holway	Tom Holway, F.C.M.A. (Honorary Auditor) Sou' West, Ugborough, Devon, PL21 0NR		

Ugborough Village Hall

Notes

1) Basis of Accounting

- In accordance with Charity Commission Regulations, these accounts have been prepared on the Receipts and Payments basis.
- Payments received in respect of hall hires, including advances and refundable deposits, are recognised as Hall Hire Receipts when the payment is received.
- Receipts and payments in respect of events are recognised in the accounts when the cash is received or paid.
- Other payments are recognised in the accounts when payment is made.
- Grants applied for and donations, are recognised in the accounts when received.

2) Trustees

- None of the Trustees received any remuneration for their services to the Trust during the year.

3) The Committee of Trustees endeavour to hold cash reserves generally no greater than the annual gross expenditure.

4) The Trustees have not identified any uninsured major risks to which the Charity is exposed.