



# **Ugborough Village Hall**

## **Trustees Annual Report and Accounts**

**For the Year Ending 31<sup>st</sup> March 2022**

**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 31<sup>st</sup> March 2022**

### **Annual Report**

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## **Ugborough Village Hall**

### **Annual Report for the Year Ending 31<sup>st</sup> March 2022**

#### **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 17<sup>th</sup> 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 31<sup>st</sup> March 2022:-

- Caroline Martin – Chairperson\*
- Stafford Williams – Secretary\*
- Kate Brampton – Treasurer\*/Temporary Booking Secretary\*
- Vici Hemming – Treasurer Designate (from 12<sup>th</sup> October 2021) #
- Charlott Fletcher (Ugborough & Bittaford Preschool Representative (resigned 7<sup>th</sup> October 2021)
- Tania B (Ugborough & Bittaford Preschool Representative (from 12<sup>th</sup> October 2021 to 9<sup>th</sup> November 2021)
- James Maxwell (Ugborough & Bittaford Preschool Representative (from 9<sup>th</sup> November 2021)
- 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 31<sup>st</sup> March 2022**

The Trustees present their Annual Report and Accounts for the year ended 31<sup>st</sup> March 2022.

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 virtual meetings via Zoom this year plus the Annual General Meeting held in May and the May committee meeting in the Village Hall with all COVID-19 compliance requirements in place.

Although the Coronavirus disease (COVID-19) and government restrictions have affected part of this financial year, the Village Hall has gradually been building up its useage. We have had a wide range of users in the Hall in this last financial year, both groups and individuals, including Preschool, Toddlers, Breakfast Club, After School Club, Preschool Meetings, Yoga, Sustainable Saturdays markets for local suppliers including the Café, Tuesday Lunch Club lunch and coffee morning, Children's parties, Police Commissioner Election, Parish Council meetings & Annual meeting, Defibrillator Training, non-denominational Christian meetings, Greener Ugborough Parish meeting, Ivybridge Young Farmers, Village Hall AGM, Amateur Dramatic Group meetings and Performance and the Ukraine Big Breakfast.

Although hires have gradually increased, there have been numerous cancellations due to Covid infections which the Government/South Hams District Council Covid Grants have financially supported the Village Hall through.

All hires have been COVID-19 restriction compliant.

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.

The Village Hall insurers have been kept informed of the Village Hall closures/openings this year which have been in accordance with government restrictions. Virus control measures have been in place and the cleaner/caretaker services continue within the Village Hall including additional cleans and 'fogging' as required.

This year has seen significant repairs and replacements including the replacement of the combination boiler for the heating and hot water, first floor meeting room carpet,

smoke detector system replacements and kitchen sinks waste pipework replacement.

Minor repairs and replacements have taken place this year including new paper towel dispensers, perspex hatch screen, replacement radiator valves and thermostat, hirer key safe, male toilet leak repair, kitchen and toilet waste bins, replacement door locks and associated numerous keys and first aid kit replacements.

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

An annual asset and equipment audit was completed during this financial year and no increases or replacements were required.

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. This has once again been particularly important during this last financial year as changes in relation to Covid-19 were able to be agreed and uploaded to the website immediately.

The Committee have carried out an annual review of potential future hire fees from September 2022 and these proposals are set out in the May 2022 AGM agenda.

The Village Hall enters the next financial year with COVID-19 still around – this will have some consequences for the Village Hall and it will also mean the monthly meetings may carry on being 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 who left in October 2021 and Annie Douglas our new cleaner/caretaker and their support teams for keeping the Hall looking good and providing the additional support required due to Covid-19 requirements for Hall Users. Window cleaning and carpet/vinyl floor deep cleans have been carried out by external contractors.

Thank You

Caroline Martin  
Chairperson  
Charity Number 301002

## **Ugborough Village Hall**

### **Financial Performance for Year Ending 31<sup>st</sup> March 2022**

The Village Hall accounts for the year ending 31<sup>st</sup> March 2022 show the Hall to be in a healthy position financially.

The accounts show a surplus for this financial year of £7,215.74.

The accounts reflect the two generous small Covid-19 business support grants applied for and provided by the government via South Hams District Council, totalling £10,667, some use of the Village Hall and the continued day to day ad hoc support provided by volunteers giving their time at no cost.

The Village Hall thankfully ends this financial year with money in the bank despite limited hiring opportunities due to COVID-19 and some government restrictions, but hires are gradually increasing despite some COVID-19 related cancellations.

Running costs associated with the Village Hall have been as anticipated – they have been in the main covered by hires within the financial year 2021/22. Cleaning and associated supplies costs have been higher than usual due to hygienic fogging required due to the hygiene and cleaning requirements associated with COVID-19.

Repairs and replacements have been more extensive this year than anticipated due to their urgent nature in this financial year and have included the replacement combination boiler for the heating and hot water, first floor meeting room carpet, smoke detector system replacements and kitchen sinks waste pipework replacement.

Other minor repairs and replacements have taken place.

Longer term contracts over several years are negotiated at renewals for insurance, energy and internet as this offers best value and also assists with ongoing budgeting particularly in the case of our energy contracts which are in place until January 2024.

Following a recent financial review, for the 2022/23 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 2022.

The Village Hall enters the next financial year with hire income gradually increasing. The Village Hall has general reserves which can be used to cover Village Hall expenditure if required including payment of bills, invoices, charges and meeting liabilities as they fall due.

Our thanks go to Tom Holway who has once again examined our accounts independently for the financial year 2021/22.

Finally, I want to thank all those 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 the Government, Bodies, Groups and Individuals who have provided grant funding and/or made donations to the Hall – without this support these Accounts for 2021/22 would not be as healthy as they are - thank you.

Kate Brampton  
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 2022 Charity no (if any) 301002

Set out on pages Pages 12 & 13 of the Trustees Annual Report & Accounts for Year Ending 31st March 2022

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

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 (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed: T Holway Date: 24.04.2022

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 COMMITTEE**

**Income & Expenditure Account for the Year Ended 31 March, 2022**

Income	£	Expenditure	£
Hirings	9,837.25	Heat, Light, Water & Waste	3,739.49
Donations - General	10.00	Cleaning, supplies etc.	2,287.13
Grants - Covid Support	10,667.00	Repair, Renewal & Servicing	5,798.62
		Fees	227.11
		Insurance	781.36
		Internet Charges	364.80
		Donation to Newsletter	100.00
		Surplus for 2021/22	7,215.74
	<u>20,514.25</u>		<u>20,514.25</u>

**Statement of Assets & Liabilities as at 31 March, 2022**

	£	£
Opening Balance as at 1 April, 2021		34,378.19
Add: Surplus for 2021/2022		<u>7,215.74</u>
Closing Balance as at 31 March, 2022		<u>41,593.93</u>

Represented by:

Balance Current A/c Statement 31 March, 2022	41,693.93	
Less: Unpresented Cheques	100.00	
Add: Unpresented Receipts	0.00	
Current Account Balance per Books		41,593.93

Closing Balance as at 31 March, 2022	<u>41,593.93</u>
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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, 2022.

<u>K J Brampton</u>	Kate Brampton (Treasurer) Hill House, Ugborough, Devon, PL21 0NJ
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<u>T Holway</u>	Tom Holway, F.C.M.A. (Independent Examiner) Sou' West, Ugborough, Devon, PL21 0NR
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# 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. This year however Government COVID-19 business support grants have been received so the cash reserves include a higher amount than usual.

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

5) The Trustees have updated and confirmed the Internal Financial Control Policy.