



Ugborough Village Hall

Trustees Annual Report and Accounts

For the Year Ending 31st March 2019

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 2019

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Ugborough Village Hall

Annual Report for the Year Ending 31st March 2019

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 2019:-

- Caroline Martin – Chairperson*
- Stafford Williams – Honorary Secretary*
- Kate Brampton – Honorary Treasurer*
- Philomena Jones – Booking Secretary*
- Catherine Gwynne (Ugborough & Bittaford Preschool Representative)
- Joy Hoskins* (non-assigned)
- David Smallridge (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 2019

The Trustees present their Annual Report and Accounts for the year ended 31st March 2019.

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 ten meetings this year.

The 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 Citizen Christmas Meal, Charity Craft Fair, Fair events, Children's parties, Church events, Polling Station, Parish Council meetings, Amateur Dramatics, Group Social Functions and 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.

This year has seen the major roof refurbishment project take place which has included replacing the roof tiles, the limited life underfelt which was perishing in some places leading to leaks, battens, rotten fascias and soffits, gutters, leadwork, dormer flat roof and new Velux windows and flashings, VAT and consultants' fees.

This year also saw the unexpected replacement of the rising water mains which was required by South West Water due to detected leaks.

Other smaller works have included repainting of the external staircase and railings; replacement of first floor committee room window glazing; internal redecoration to main hall, committee room and store, including new ceiling to store; shelving added to the first floor store; and new kitchen mixer tap plus other smaller items of work.

Planned annual legislative maintenance works have taken place as required during the year including the five year electrical checks and associated remedial actions.

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 2019 and these proposals are set out in the May 2019 AGM agenda.

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 2019

The Village Hall accounts for the year ending 31st March 2019 show the Hall to be in a healthy position financially despite some large “one off” expenditures.

Although the accounts show a deficit for this financial year of £13,710.52, £12,536.96 of this deficit is made up of the Big Lottery Grant (£10,000) and group and individual donations (£2,536.96) towards the roofing works which were received in the last financial year 2017/18.

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 massive financial support the Hall received in relation to the roof replacement from funding bodies and donations from groups and individuals.

Running costs associated with the Village Hall have been as anticipated despite increases in some areas. The Utility spend excludes the six month ‘South West Water’ water supply and sewerage rates April to September 2019 which would normally have been paid in March 2019 as these are now paid on a monthly basis throughout the year rather than in two half yearly amounts in advance.

The final accounts for the two significant expenditures this financial year relating to the roofing works and the rising water mains replacement are as follows:-

Reroofing Works - Planned Works (This project was managed, designed and administered by consultants including the tender and the contract. Feedback has been provided to the funding bodies as required)

Income

Big Lottery (received in November 2017 in 2017/18 accounts)	£10,000.00
South Hams District Council Community Re-Investment Projects Fund (received in April 2018 in 2018/19 accounts)	£20,000.00
Other Group & Individual Donations (in 2017/18 accounts)	£ 2,536.96
Other Group & Individual Donations (in 2018/19 accounts)	£ 306.77
Village Hall Reserves Contribution (in 2018/19 accounts)	<u>£ 5,698.77</u>
Total	<u>£38,542.50</u>

Expenditure (in 2018/19 accounts)

Reroofing Works (including timber remedials) including VAT	£35,514.00
Consultants Fees (including planning £22.20 - in 2017/18 accounts, building surveyor, CDM, building regulations, ecology) including VAT	<u>£3,028.50</u>
Total	<u>£ 38,542.50</u>

Rising Water Mains Replacement – Emergency Works (Feedback has been provided to the funding bodies as required)

Income

South Hams District Council Locality Fund (in 2018/19 accounts)	£250.00
Devon County Council (in 2019/20 accounts)	£150.00
Village Hall Reserves Contribution (in 2018/19 accounts)	<u>£819.56</u>
Total	<u>£1,219.56</u>

Expenditure

Rising Main Replacement including VAT (in 2018/19 accounts)	<u>£1,219.56</u>
Total	<u>£1,219.56</u>

General grants and donations have been gratefully received in this financial year from groups and individuals totaling £3,346.32 to top up the Village Hall Reserves for future projects and works.

A grant of £1,000 from Ugborough Parish Council was received and used towards the internal redecoration works.

There is currently a £200 donation in the accounts towards raising the head height of the kitchen hatch which was received in the 2017/18 accounts and is a future project.

Following a recent financial review, for the 2019/20 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 has required a review of the hire rates for use from September 2019.

Our thanks go to Tom Holway who has once again audited our accounts for the financial year 2018/19.

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 2018/19 would not be as healthy as they are - thank you.

Kate Brampton
Honorary Treasurer
Charity Number 301002



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Ugborough Village Hall

**On accounts for the year
ended**

31st March 2019

**Charity no
(if any)**

301002

Set out on pages

Pages 12 & 13 of the Trustees Annual Report & Accounts for Year Ending 31st March 2019

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019.

**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: 21st May 2019

Name: Tom Holway

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

FCMA
Fellow of the Chartered Institute of Management Accountants

any):

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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.

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Ugborough Village Hall

Income & Expenditure & Balance Sheet Summary of Accounts

UGBOROUGH VILLAGE HALL COMMITTEE			
<u>Income & Expenditure Account for the Year Ended 31 March, 2019</u>			
Income		Expenditure	
	£		£
Hirings	9,597.80	Roof Project	38,520.30
Roof Grant - SHDC	20,000.00	Repair Rising Water Main	1,219.56
Rising Main Grant - SHDC	250.00	Other Repair, Renewal & Svce.	1,467.18
Int Decoration Grant - UPC	1,000.00	Cleaning, supplies etc.	2,014.63
Donations - Roof	306.77	Insurance	803.35
Donations - Other	3,346.32	Heat, Light, Water & Waste	2,477.13
		Fees & Misc. charges	272.86
		Internet Charges	272.40
		Internal Decoration	1,164.00
Deficit for 2018/19	13,710.52		
	<u>48,211.41</u>		<u>48,211.41</u>
<u>Balance Sheet as at 31 March, 2019</u>			
		£	£
Opening Balance as at 1 April, 2018			25,265.31
Less: Deficit for 2018/2019			- 13,710.52
Closing Balance as at 31 March, 2019			<u>11,554.79</u>
Represented by:			
Balance Current A/c Statement 31 March, 2019		11,776.46	
Less: Unpresented Cheques		221.67	
Add: Unpresented Receipts		0.00	
Current Account Balance per Books			11,554.79
Balance Savings A/c Statement 31 March, 2019			0.00
Closing Balance as at 31 March, 2019			<u>11,554.79</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, 2019.			
K 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.