

Burbage Village Hall

Financial Statements

31 December 2014

Reference and administration details

Trustees & committee members

S Rex (Chair & Trustee)

M Sansum (Treasurer & Trustee) – resigned 31 December 2014

A Gordon (Vice Chairman & Trustee)

ML Angell – (Trustee) & Secretary

I Dymond – (Trustee) & Bookings Officer– resigned 24th April 2014

G Pearce

P Eley

C Wheeler

R Stone – resigned 24 April 2014.

M Grabowski

S Masey – appointed June 2014

Principal address

11 Ailesbury Way

Burbage

Marlborough

Wiltshire

SN8 3TD

Bankers

HSBC

141 High Street

Marlborough

SN8 1HS

Chair's report

In 2014 income has been steady with regular hirer's continuing with their bookings, the addition of two new regular hirer's, along with private event bookings. Bar income has been good at some events but in general has been noticeably lower than in 2013. Many bars have been run by volunteers. This has reduced bar costs.

Thanks are due to those individuals, Trustees, Nominees and Volunteers, who have given so generously of their time and effort to support the Burbage Village Hall Trust.

There have been 11 Village Hall Management Committee meetings held during 2014.

The main work completed includes enhancements of facilities, updating hall safety and security measures. A new hand rail has been fitted to the front steps, to further enhance the safety for those using the hall. The village hall purchased one of two new goal posts suitable for the village children to use on Barn Meadow (Parish council purchased the second) and both were installed in April 2014 with help from a Parish Councillor and many villagers.

The 5 year electricity condition survey (commissioned in 2013) identified some urgent safety issues requiring action and this work was carried out and paid for in 2014. This work included new emergency exit lights and improvements to outside lighting. This work cost £1118.00 and constitutes an unusual outlay for one year.

During the year several other maintenance issues have been addressed; a new grass cutting contract agreed, water ingress from the aging roof and gutters has been investigated and various solution work undertaken, kitchen drains and minor toilet repairs made, plumber repair to kitchen pipework, and a tidy up of changing room and store room areas undertaken.

Security measures in relation to our external oil tank were recommended by the local police and security fencing has been installed around the oil tank in 2014. A Pewsey Area Board Grant was successfully applied for and the income and expenditure has occurred in early 2015.

The booking system has been reviewed and measures put in place to ensure the bookings officer job is easier. A new set of forms relating to sale of alcohol at events, and use of the hall bar, have been produced to ensure that the new Committee licence requirements are adhered to.

Provisions for the future

Early in 2013 the committee agreed to set up a separate committee with help from village volunteers to investigate the options for the future of the hall. This committee continued in 2014. A survey of the whole parish took place in June and several public meetings were held. The result of the survey was a preference for a new hall to be built, which would remain in Eastcourt Road, and the committee has started work on this project.

The steady reduction in those willing to become a trustee has highlighted the need to make suitable changes to encourage new trustees and to ensure the continued success of the charity. A possible solution has been investigated and a change to become a corporate body (charitable) to be able to achieve limited liability status for trustees is seen to be the way forward. People willing to become trustees if this takes place have been identified. The current trustees are actively progressing with this proposed change.

Trustees and Committee members

At the start of 2014 the Village Hall Management Committee had five trustees including a Chairman, a Vice Chairman, a Treasurer, and two trustees one of which was the booking officer. At the AGM in April

Chair's report

2014 one of the trustees (bookings officer) stood down, leaving four trustees. In addition to these trustees the committee included nominees from Parish Council, Good Companions, Tai Chi, and sports clubs. The PCC nominee resigned his position at the AGM with the expectation that the PCC would continue to be represented. Other regular hirers of the hall are invited to attend the meetings and receive copies of the agenda's and minutes.

In June 2014 Susan Masey joined the Committee as the PCC nominee.

The Treasurer resigned as at 31st December 2014. He had advised of his intention in May 2014, resulting with there being 3 Trustees on 1st January 2015.

The position of Bookings officer and Treasurer were advertised from April and May respectively to try to achieve replacements for these positions.

With reduced numbers of Trustees during 2014, this has affected the work load of the few remaining to cover positions that have been vacated. Since April the Chairman has taken on the role of bookings officer along with the job of setting the heating for hirers, since September. A volunteer had performed this task earlier in 2014.

The change from cleaner to that of cleaner/caretaker, which started in January 14, has been a success.

Intentions and perspective

The management committee will continue to maintain the Burbage Village Hall as a valuable and tangible asset for the local community, to encourage use of the hall and to try to operate at a small annual surplus in order to maintain current funds and to accrue towards maintenance work and enhancement. Grant applications will continue to be lodged where available to further improve the facilities and maintain the fabric of the building. Steps will be taken to provide an environment suitable for many uses by the local community.

A separate committee, which includes current trustees and volunteers, is actively pursuing whether a new building can be achieved in the next few years, prior to major refurbishment being needed on the current building, particularly the roof, to ensure the continued success of the charity.

Independent examiner's report on the accounts

Independent examiner's report

Report to the Trustees of Burbage Village Hall (Charity No.: 305478) on the accounts for the year ended 31 December 2014 as set out on pages 7 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

JC Davis FCA

Chartered Accountant

2 Meadow View, High Street, Burbage, SN8 3AF

Date: April 2015

Trustees annual report

Structure, governance and management.

The charities governing document referred to as the trust deed was adopted on 1st September 1933 and updated by memorandum on 26th April 1961. The management committee consists of not more than fifteen members and includes one representative from each organisation in the Parish with the aims of social recreational or educational character. The organisations which were represented on the management committee during the year were:

- Tennis Club
- Cricket Club
- Good Companions
- Tai Chi
- Burbage Parish Council
- All Saints Parochial Church Council

The trustees are appointed or reappointed annually by vote of the residents of Burbage at the annual general meeting held in April.

There are many policies dealing with health and safety on the charity premises. The management committee are currently reviewing the policies in order to maintain the Hallmark accreditation.

All trustees give their time voluntarily and receive no remuneration or other benefits except as disclosed in the notes to the accounts.

Objectives and activities

Burbage Village Hall is held in trust for the inhabitants of Burbage and the neighbourhood without distinction of sex, race or political, religious or other opinions and in particular for meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The aims of the Committee are:

- To ensure that Burbage Village Hall is well maintained and available as a community resource for recreational and educational purposes to members of the village.
- To ensure that the Burbage Village Hall is self-financing.
- To organise events for the Village to raise funds for maintenance and upkeep of the Hall.
- To provide a focal point for Village members to meet and socialise.

The facilities at the village hall have continued to be maintained for private hirers for various recreational purposes including, birthday parties, family celebrations, and public meetings. The facilities have also been available to a number of regular hirers who provide valuable services to the local communities including a toddler group, dance and aerobic fitness classes, pilates classes, music events, social groups and societies, tai chi, bingo, football clubs and many more.

In addition Sandy Rex has held 5 Market and Meet events over the year, and held 2 Table top sales. With fewer markets than in 2013 the income was significantly reduced but did include the additional benefit of bringing many new people to visit the hall, whilst providing a social event to help those new to the area.

Various improvements and upgrades to the halls facilities have been made during 2014 and details are given in the Chairman's report.

Trustees annual report

Financial Review

The accounts for 2014 show a deficit of income over expenditure totalling £463 (2013: surplus £2115).

Bookings and rental income decreased to £8378 £ (2013: £9,847) and bar takings decreased to £1955 7,286 (2013: 7286 & 2012: £3,548). Fundraising and grants increased to £1,644 (2013: £131). Overall income has decreased to £12,604 (2013: £17,472).

Total income in 2014 has decreased by £4868. This reduction is mainly due to reduced bar income, income from hire, and less Market and Meets taking place compared to 2013.

Expenditure in 2014 has decreased by £2290.00. Since 2012 the cost of maintaining Barn Meadow has increased. In 2014 the expenditure on urgent electrical work that signified several years work was a major outlay. Cleaning costs have increased due to the additional time spent on Caretaker duties. A water bill paid in December 14, which was double the previous bill, was not recharged to the British Legion during the period and significantly affected the figures. This recharge was made and received in 2015. If this figure is adjusted for there would be a small surplus. See page 7 for a comparison of key expense categories.

The management committee has continued to consider a long term plan to rebuild and improve the facilities of the village hall. This will continue into 2015 and beyond and because of this long term plan repairs and maintenance will be kept to a minimum whilst keeping in mind our health and safety commitments.

Reserves Policy

We hold cash at the bank of about £36,500 of which £15,000 are restricted funds. These funds are held in order to meet any unforeseen expenditure that may occur. We aim to hold a minimum of £15,000 representing running costs for two years and are provided to cover significant costs of repair to the building or the costs of the hall should it be closed and no further income can be generated for a period of time.

Declaration

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

Signed on behalf of the Charity's trustees

Sandy Rex

Chair

Date: 26 March 2015

Receipts and payments

for the year ended 31 December 2014

	<i>Unrestricted funds 2014 £</i>	<i>Restricted funds 2014 £</i>	<i>Total funds 2014 £</i>	<i>2013 £</i>
Receipts				
Bookings	8,378	–	8,378	9,347
Bar takings	1,955	–	1,955	7286
Fundraising	706	–	706	131
Grants	–	938	938	–
Rents	500	–	500	500
Bank interest	17	–	17	88
Other	110	–	110	120
Total receipts	11,666	938	12,604	17,472
Payments				
Bar stock	1,186	–	1,186	3,684
Wages	942	–	942	1,612
Maintenance and cleaning	4,120	938	5,058	4,942
Heating oil	516	–	516	2,177
Electric	1,234	–	1,234	453
Water	1,395	–	1,395	489
Insurance	1,325	–	1,325	1,100
Hall project	559	–	559	
Other	852	–	852	900
Total payments	12,129	938	13,067	15,357
Net of receipts/(payments)	(463)	–	(463)	2,115
Opening cash funds	22,557	15,000	35,442	35,442
Year end cash funds	22,094	15,000	37,094	37,557

Signed on behalf of all trustees:

S Rex
Chair

Date: 26 March 2015

Statement of assets and liabilities

at 31 December 2014

	<i>Unrestricted Funds 2014 £</i>	<i>Restricted Funds 2014 £</i>	<i>Total 2014 £</i>	<i>2013 £</i>
Cash Funds				
Cash on deposit	18,017	15,000	33,017	27,542
Cash at bank	3,778	–	3,778	9,366
Petty cash	299	–	299	649
	<hr/> 22,094	<hr/> 15,000	<hr/> 37,094	<hr/> 37,557
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Notes to the financial statements

at 31 December 2014

1. Accounting policies

Basis of preparation

The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Act 2011. Receipts and payments are statements that summarise the movement of cash into and out of the organisation during the financial year.

2. Transactions with trustees

During 2014 no Trustee has been paid for any services provided to Burbage Village Hall.

In 2013 the management committee approved that two trustees should be paid for certain services which were provided to Burbage Village Hall. The Trustees who received income in 2013 have since resigned:

	<i>2014</i>	<i>2013</i>
	£	£
Bar management	–	1,612
Cleaning services	–	1,050
	=====	=====

None of the trustees claimed for expenses (2013: Nil)

3. Debtors

The following amounts were owed to the charity at the year end:

	<i>2014</i>	<i>2013</i>
	£	£
Debtors	934	–
	=====	=====

4. Creditors

The following amounts were owed by to the charity at the year end:

	<i>2014</i>	<i>2013</i>
	£	£
Staff wages	99	–
	=====	=====