



CHAIRMAN'S REPORT 2020

At the start of our financial year on 1 October 2019, and leaving aside our medium to longer term ambitions, we expected to be faced with pretty much "business as usual" in operational terms. We began the year on that basis, but the weeks after Christmas brought rumours of virus transmissions from the other side of the world and our expectations inevitably began to change. Before we knew it, Covid-19 became an unwelcome reality, everyone's life changed beyond recognition, and any certainty about what the future might hold began to fade away.

Business as usual came to a grinding halt towards the end of March when, following detailed guidance from the Government and Action with Communities in Rural England, the Village Hall was effectively mothballed. Like many others we were in lockdown - a new territory, with no clear prospect of returning to "normality", and we took on a range of precautions to safeguard our employees and the public; to contain operational costs as far as possible; to meet the needs of our insurers; to make frequent and regular inspections of the site and the property to ensure that the needs of maintenance, health & safety and security were met.

We looked carefully at what might happen when restrictions were eased in July, when the overall guidance from Action with Communities in Rural England was: "Do not re-open until you have identified the necessary safety, compliance, management, and operational issues through a COVID-19 risk assessment and established a plan to address and mitigate them. You are not obliged to re-open immediately and it would be unwise to do so if you have not been through that process." We concluded that we simply didn't have the resources to ensure that the Hall could be operated safely and managed effectively, and found that other church and community premises in the village were taking the same approach. As we reached the end of the financial year the situation was still uncertain, and the Hall remained closed pending further Government guidance being formulated.

My report in the previous year had mentioned that we needed to conserve and review our financial resources, but there were still bills to be paid for some operating costs including licensing, insurance premiums, fees and maintenance and, with no income from hire fees, there were concerns that too many of our funds might be consumed. Fortunately we became eligible for the Small Business Grant from Central Bedfordshire Council which boosted our finances sufficiently to cover unavoidable costs. We were also able to apply for, and benefit from, the Coronavirus Job Retention Scheme which allowed us to place our loyal employees on furlough and make them eligible to receive a substantial proportion of the wages they would have expected to receive in normal times.

What will happen as we move forward into another year is anybody's guess, and while we've no doubt that the consequences of the pandemic will remain with us for some considerable time, we'll still be aiming to meet our objective of providing facilities "for the benefit of the inhabitants of the Parish of Toddington" in whatever ways prove possible.

Doug Dix

Chairman, Toddington Village Hall Association
November 2020

FINANCIAL STATEMENT

for the year ended 30 September 2020



Numbers annotated in brackets relate to the notes on the following page
 The Hall was closed from 22 March 2020 in accordance with Covid-19 restrictions

RECEIPTS	30.09.19		30.09.20	
(1) Hire fees:				
Individual	6730.75		3186.75	
Regular	16094.65	22825.40	8074.50	11261.25
(2) Sundry income		86.00		55.00
(3) Interest on investments		108.21		69.60
(4) Rent		900.00		900.00
Special deposits taken		50.00		
(5) Small Business Grant				10000.00
(6) Coronavirus Job Retention Scheme Grants				4334.80
TOTAL RECEIPTS		23969.61		26620.65

PAYMENTS	30.09.19		30.09.20	
Fixtures, furnishings and equipment		186.99		
Operating Expenses				
(7) Consumables	947.40		571.88	
(8) Insurance and licences	2605.44		2822.76	
Miscellaneous	559.30		52.00	
Stationery and postage	236.23		67.33	
(9) Telephone and voicemail charges	781.61		706.02	
(10) Utilities	5545.26		4172.37	
(11) Wages and NI contributions	12528.33		10760.50	
(12) Waste disposal	1494.18		953.49	
Website and e-mail hosting	378.60	25076.35	583.71	20690.06
(13) Repairs, construction and maintenance		878.97		2514.27
(1) Hire fees & deposits returned		434.00		609.50
TOTAL PAYMENTS		26576.31		23813.83

BALANCE OF FUNDS	30.09.19	30.09.20
Brought forward from previous year	22918.84	20312.14
Net receipts and payments for current year	-2606.70	2806.82
(14) Carried forward to next year	20312.14	23118.96

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. Hire Fees: Income reduced as a consequence of Hall closure. Fees refunded to hirers whose events were cancelled because of the pandemic are shown under Payments.
2. Sundry Income: Hire of PA System (£15.00) and *ex gratia* refund from Anglia Water (£40.00).
3. Interest on Investments: Business Deposit Account.
4. Rent is received from Toddington Parish Council (*see ASSETS below*).
5. Covid-19 Support Grant made to village halls by Central Bedfordshire Council
6. Our employees were furloughed under the Job Retention Scheme and claims made under the Scheme rules. Amounts received from HMRC were used to offset Wages payments (Item 11).
7. Consumables: the amount relates primarily to janitorial supplies, the majority of which are purchased in bulk at preferential rates through Herts FullStop (a County supplies service).
8. Insurance, licences and fees cover:
Premises, contents, and public and other liability insurance (Aviva VillageGuard Policy for Village Halls)
PPL PRS licence fees for playing and performing music (calculated at 2% of annual hire income)
Fees of Local Accountant who is contracted to operate the PAYE package.
9. Telephone and voicemail charges: the Association maintains a dedicated telephone and broadband facility for the use of the Bookings Secretary.
10. Utilities: (2019 amounts in brackets) Gas £2,291.92 (£1,921.30); Electricity £905.03 (£929.12); Water £975.42 (£2,694.84).
11. Wages and NI contributions - the Association employ a Bookings Secretary, a cleaner and a caretaker. Additional cleaners are engaged *ad hoc* to cover peak periods and absences.
12. Weekly collections of commercial waste by F&R Cawley Ltd (authorised contractor).
13. Repairs, construction and maintenance: boiler & heating maintenance (£260.00); upgraded Security Lighting (£1004.69); PA System (£271.58); Window Repairs (£414.00); Emergency Plumbing (£90); Fire Equipment Maintenance and replacement (£474.00).
14. Balance of funds carried forward consists of
Santander Business Current Account: 12,562.10
Santander Business Savings Account: 10,556.86.

The Association uses its accounts with Santander for normal transactions. Reserves are held on deposit, and are primarily earmarked as "designated funds" for significant future repairs and replacements.

ASSETS

The land in Leighton Road, Toddington on which the Hall is built (described in a Conveyance dated 29 June 1987 between Toddington Parish Council and Bedfordshire County Council) is held by the Parish Council as Custodian Trustee of Toddington Village Hall Association, as witnessed by Deed of Declaration of Trust dated 22 January 1991.

The property is subject to a Lease dated 31 July 2002 to Toddington Parish Council in respect of that part of the Hall used as a Parish Office. To meet its statutory obligations the Association is required to charge rent at a level proposed by a qualified Surveyor and with the approval of the Charity Commission. The current annual rent is set at £900 (subject to a five-year review). The Lease expired on 31 March 2017 and is in the process of renewal.

The insurance premiums reflect a valuation carried out in August 2008 (and inflation linked) to cover

- buildings (including boundary walls, fences, car park and landscaped areas) £656,920
- contents (including equipment, furniture, fixtures and fittings) £30,269

A new professional valuation has since been completed and cover increased to £1,300,000 and £33,535 respectively.

LIABILITIES

The Association's accounts have been compiled on a receipts and payments basis, and are not adjusted for accruals or prepayments. Liabilities other than normal operating expenses are restricted to the deposits mentioned at (3) above.

*The Association's accounting records are maintained by the Hon. Treasurer.
This Financial Statement has been prepared by the Association from those and other records.*

An independent examination of the accounts, to meet the recommendations of the Charity Commission has been carried out by Geoff Hanson, 88 Derwent Road, Leighton Buzzard, Beds, LU7 2XT, who is competent for the purpose.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TODDINGTON VILLAGE HALL ASSOCIATION.

I report to the trustees on my examination of the accounts of Toddington Village Hall Association (the Trust) for the year ended 30 September 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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Geoff Hanson

Address: 88 Derwent Road, Linslade, Leighton Buzzard, LU7 2XT

Date:

12 July 2021