

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

CHARITY NO. 1025367

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

Index

Page 1	Title Page
Page 2	Index
Page 3 - 8	Report of the Trustees
Page 9 - 11	Receipts and Payments Account & Balance Sheet
Page 12	Independent Examiner's Report

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

The Managing Committee present their report for the year ended 31st December 2020

Somersham Victory Hall Management Committee is registered with the Charities Commission, No. 1025367 and governed by the charity's constitution and by applicable law.

Somersham Victory Hall Management Committee address is :

Parkhall Road
Somersham
Huntingdon
Cambridgeshire
PE28 3HE

The members of the Managing Committee for the year were :

Lesley Minter	Chairperson
Eddie Howlett	Vice Chair
Mary Slevin	Secretary
Richard Braithwaite	Treasurer
Sarah Howlett	
Roy Fabb	
Kathy Spaxman	
Teresa Clark	
Helen Johnson	
Tony Hulme	
John Blundell	
Nartasha Ruffell	

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to :

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with Charities Act 1993 and trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Independent Examiner is K. Green, trading as Tacconi Green & Co., Accountants

Approved by the Trustees and signed on their behalf by

..... LJ Minter.....

Date 01/03/2021.....

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
CHAIRMAN'S ANNUAL REPORT for our Financial Year
1st JANUARY 2020 TO 31st DECEMBER 2020

COVID-19 Pandemic

In this very unusual year we had to close the hall from 23rd March 2020 for the first lockdown. The hall reopened for regular groups, but not social gatherings such as parties, in September. In November we returned to a second lockdown, followed by Tier 2 restrictions, and eventually a third lockdown from 26th December.

The New Lease

Discussions about the new lease with the Parish Council have continued all year.

We queried the draft lease about the clause stating the PC should pay all the gas bills rather than their agreement to pay only all the gas used in the small kitchen, disabled toilet and old ref's room cupboard that we are taking on.

A new electricity meter was put in so that we will pay for the electricity in the small kitchen, lobby, disabled toilet and old ref's room cupboard when the new lease is signed.

We also queried that we should both use the same insurance company. This led to ongoing discussions about how to pay for the insurance on the new area we will be taking over. The two insurance companies disagree about how this should be done. While remaining with the same broker we have improved our insurance to cover subsidence, heave and flooding to meet the requirements in the new lease.

Employees

Our Cleaner, Jan, was furloughed from 23rd March to the end of August and then again in November. Her pay was increased in line with the national wage in April. With Martin Oakley still off sick, Jan has, as usual, done a wonderful job in keeping the hall spotless on her own. When she was furloughed we agreed to pay her the extra 20% not covered by the government Job Retention scheme.

Our Booking Clerk, Sara, was furloughed from 1st May until 1st August and again from 5th November for 3 weeks. As always Sara has done an excellent job communicating with all our hirers and our treasurer and chasing late payments and she always checks when unusual requests raise doubts in her mind.

Maintenance

PAT testing took place during February.

In March the hearing loop was repaired. We now have a gadget to help us check it.

New taps were put into the disabled toilet in the main entrance and this led to the need to replace the water stopcocks in the main kitchen. There are now modern switch type stopcocks above the draining board.

During the lockdown we undertook the annual gas service and the cleaning of the cookers in the main kitchen and the small kitchen. The upstairs electric cooker had not been used.

Garden maintenance took place in February but the weather was very wet and Dan Bousefield's vehicle sank into the mud and damaged the playing field. We agreed that we would arrange the garden maintenance in September in future when the ground is drier.

We booked maintenance for September but the rebuilding of the skate ramp prevented access to the garden. We then had to find a different tree maintenance company and had to pay twice as much as we had planned. We plan to look for another company in the New Year.

Due to nesting birds in our thick hedges, we cannot arrange the main garden maintenance during the nesting season – March to August inclusive.

The gutters were cleaned and small leaks repaired and the downpipes were cleared by Mr Clever Clean. There remains a leak on the high gutter above the front notice board to be repaired soon.

Events

The pandemic prevented most events this year. We held film nights only in January and February. The jazz night we had planned for May had to be cancelled as well as the music quiz in April. Creative Arts East had also planned to help us run a new event but that has been put on hold. The Blood Donors were able to use the hall as planned in July because they are an essential service and cleaning was done by an experienced family volunteer while our vulnerable cleaner was 'Shielding' from COVID-19.

Regular hirers

Some regular groups returned for September and October but attendance was sparse. The needlecraft group have decided to disband and some other groups only continued remotely via Zoom.

The Management Committee

We met as usual for our monthly meetings from January to March. In June six of us met outdoors socially distanced in the garden. In August we all met socially distanced in the main hall which allowed more space. In September and October and December we met socially distanced upstairs. During 2020 some members of the committee were reluctant to use Zoom. Nartasha, a PC rep, only attended one of our meetings in 2020 and has since resigned from the PC so we presume she has also resigned as a trustee and we've emailed her to confirm. Richard has removed her from the Charity Commission website.

Although the hall was closed for the majority of the year, we continued to work hard to ensure the safety of the building. Eddie inspected the hall regularly. Kathy recovered the noticeboards with brick design wallpaper. Tony fitted two more Dorgards to reduce touch points and Richard fitted sanitisers. Lesley and John did the Annual Fire Assessment in August.

In March Lesley and Tony did a thorough Risk Assessment of the building before the lockdown. In June Teresa and Eddie reviewed our Safeguarding Policy. Both have previous experience and Eddie did an online course to make sure we are up to date.

Eddie, Mary and Helen did some cleaning and clearance around the outside of the building. Lesley ordered sanitiser, dispensers, pedal bins, and other hygiene necessities in preparation for reopening. We moved all our 42 upholstered chairs upstairs because of the difficulty of sanitising them and we ordered 12 new soft chairs with arms covered with vinyl to enable sanitising.

Lesley and John did the Annual Fire Assessment in August. Lesley and Helen did another Risk Assessment specifically to plan for reopening under pandemic rules and put up the required notices and new rules about social distancing, etc.

We prepared an additional booking form to include all the pandemic rules to be signed for. We turn to Roy for advice and support for all sorts of areas such as health and safety, business and legal matters and when we are reviewing policies.

Mary circulated monthly updates in the months when we were unable to meet. She keeps us up to date with our responsibilities and is a whizz with producing and reviewing paperwork of all kinds including very detailed minutes. Richard has circulated monthly accounts, set up payments and also applied for Job Retention Scheme grants to cover 80% of staff pay and other available grants from the District Council to help pay for other expenses due to the pandemic while we had no income from hirers. We would like to record our grateful thanks to Huntingdon District Council.

We hope that 2021 will be a safer and more sociable year for Somersham Victory Hall.

Lesley Minter

Chair of TrusteesLJ Minter.....

Date:01/03/2021.....

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE

TREASURER'S ANNUAL REPORT FOR OUR FINANCIAL YEAR

1st JANUARY 2020 TO 31ST DECEMBER 2020

Financial Review

I am pleased to present the Statement of Accounts for our Financial Year 1st January 2020 to 31st December 2020. These show an overall gain for the year of £4,271

Our main source of income is usually the hiring fees from our regular hirers and this, together with income from private users of the halls, normally makes up the majority of our income. The Covid pandemic meant that due to Government restrictions, we suffered lengthy periods of enforced closure and subsequent loss of said hiring fees. During the periods when we were permitted to reopen, some hirers were reluctant to return and consequently this affected our overall income.

Fortunately we were able to take advantage of various Local Government Grants totalling £11,334

Hunts District Council waived our Business Rates which saved us approx £450.

During the periods when our two employees were furloughed, we were able to claim 80% of their wages from HMRC, grants totalling £3,723 We paid them the remaining 20% from our own funds, therefore they received 100% of their wages whilst on furlough.

Conservative spending has been observed throughout the year and diligent consideration given to any purchase or outlay. Any expenditure on supplies to make the Hall covid-safe was considered necessary and purchased without consultation amongst the Trustees. Thanks are due to Lesley Minter, Chair for her hard work in organising everything needed.

Our solar panels continue to bring in good revenue, £628 in this financial year

My personal thanks to Sara, our Booking Clerk for keeping control of our debtors and ensuring that the majority of monies owed are paid in on time.

So, with the Grants that have been allocated to us, together with careful control of expenditure, we finished the year in a financially healthy position

Financial Position

	31 December 2020	31 December 2019
	£	£
Treasurers Account	15,289	11,018
Repairs Imprest account	50	50
Cash in Hand	89	89
Deposit held / overpayment	-6	-6
TOTAL	15,422	11,151

All cash held is unrestricted. Funds are held in order to meet any expenditure that may occur.

We aim to hold at least £5,000 as a contingency.

Richard Braithwaite
Treasurer
24/02/2021

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
RECEIPTS				
Adrenaline Martial Arts	117	-	117	81
Age UK Friendship Club	536	-	536	1,682
Art Club	168	-	168	660
Badminton	339	-	339	661
Ballet	689	-	689	1,398
Barry Ely Band	72	-	72	141
Batties	99	-	99	186
Carnival	-	-	-	311
Changing Lives (Tai Chi and Yoga)	557	-	557	923
Core Factor Pilates	427	-	427	711
Donations	9	-	9	200
DMJ	111	-	111	253
Fenland Lace Group	70	-	70	-
Film Night	811	-	811	1,152
First Step Playgroup	45	-	45	66
Good Energy FIT (Solar)	628	-	628	604
Grants HDC Covid Restrictions	11,334	-	11,334	-
Grants HMRC Employees Furlough	-	3,723	3,723	-
HDC Elections	176	-	176	176
Jolly Archers	525	-	525	735
Judo	54	-	54	216
Lyalya Dancing	81	-	81	364
Maggies Keep Fit	131	-	131	223
Mel's Pilates	245	-	245	683
National Blood Service	690	-	690	625
Needlecraft	156	-	156	620
Other Organisations (CAPALC))	114	-	114	130
Over 60's	143	-	143	220
Private Functions	276	-	276	1,991
Refunds	214	-	214	351
Sam Godfrey LBT	222	-	222	333
Shoto Karate Jutsu	591	-	591	468
Shuffletots	-	-	-	36
Slimming World	1,316	-	1,316	3,714
Somersham Feoffees (grant new chairs)	-	-	-	2,657
Table Tennis	-	-	-	54
Tang Soo Do	913	-	913	1,459
Tiny Tots	-	-	-	123
Total Fitness	-	-	-	12
Town Band	154	-	154	348
We Are Mental Health	78	-	78	18
Yoga DRU	144	-	144	63
Youth Club	15	-	15	1,290
VH Fundraising (Carnival advert refund)	50	-	50	946
Zumba	66	-	66	72
TOTAL INCOME	22,366	3,723	26,089	26,890

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
PAYMENTS				
BT WiFi	512	-	512	493
Business Rates	189	-	189	633
Cleaning inc. materials	731	-	731	745
Deposit Refunds	61	-	61	232
Electricity	840	-	840	840
Film Nights-	449	-	449	750
Fundraising	89	-	89	350
Furniture & Equipment	1,638	-	1,638	6,093
Gas	798	-	798	872
Insurance	2,020	-	2,020	1,412
National Insurance / PAYE Tax	261	-	261	415
Professional Fees and Memberships	1,163	-	1,163	1,624
Repairs inc. Maintenance	3,878	-	3,878	3,921
Stationery	168	-	168	140
Wages	5,298	3,723	9,020	9,795
Water	-	-	-	213
TOTAL EXPENDITURE	18,095	3,723	21,818	28,528
Surplus / (Deficit) for the year	4,271	-	4,271	-1,638
Accumulated Fund brought forward	11,151	-	11,151	12,789
Accumulated Fund carried forward	15,422		15,422	11,151

SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE
BALANCE SHEET AS AT 31ST DECEMBER 2020

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Current Assets				
Current Account	15,289	-	15,289	11,018
Repairs Imprest Account	50	-	50	50
Cash in Hand	89	-	89	89
Restricted Funds	-	-	-	-
Deposit held / overpayment	-6	-	-6	-6
Total Current Assets	15,422	-	15,422	11,151

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOMERSHAM VICTORY HALL MANAGEMENT COMMITTEE

I report on the accounts of the Charity for the year ended 31st December 2020

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 are kept in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

KF Green
FMAAT
32a East Street
St Ives
Cambs
PE27 5PD

Dated: 01 March 2021