



Trustees' Annual Report for the period

From 1 April 2020

To 31 March 2021

Charity name: Bawburgh Village Hall

Charity registration number: 1039903

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	A village hall for the use of the inhabitants of the Parish of Bawburgh without distinction of political, religious or other opinions, including 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 for the inhabitants
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The hall is used by local groups including Bawburgh Bridge Club, Bawburgh Youth Club, Mother and Toddler Group. Events run for the benefit of residents include, Monthly coffee mornings, social evenings and whist drives, two quiz nights with donations made to nominated charities, firework and bonfire night, village Fete and duck race. Venue for weddings, birthday, and anniversary celebrations
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the trustees have had regard to the Charity Commission's guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The monthly coffee mornings, social evenings and whist drives, the Harvest Supper Christmas meal, Christmas social evening and a meal at the Easter coffee morning have all enabled residents to keep in contact with each other, particularly, the older residents.</p> <p>The quiz nights enabled the charity to donate to two charities which were chosen by residents of Bawburgh.</p> <p>The annual Village Fete and Duck Race was not held due to lockdown restrictions but the bonfire night event was very well attended and enabled the Committee to donate funds to the charities chosen by Bawburgh residents.</p> <p>We hosted a Harvest Supper again this year with proceeds donated to the Friends of Bawburgh Church.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We made a surplus this year of £25,650. This was mainly due to the very decreased expenditure together with the grants received during periods of lockdown as very few events were held.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity retains reserves to meet expected major expenses in the upkeep of the village hall.
Amount of reserves held	Para 1.22	£51,628
Reasons for holding zero reserves	Para 1.22	-
Details of fund materially in deficit	Para 1.24	-
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	-

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		Trust
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Village Hall Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members are appointed by community groups and remaining vacancies elected by local community at annual general meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Bawburgh Village Hall
Other name the charity uses	-
Registered charity number	1049903
Charity's principal address	Stocks Hill Bawburgh Norwich NR9 3LL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs June Tucker			Open Gardens Scheme
2	Mr Stephen Brolly	Chair		
3	Mrs Susan Williams	Treasurer		
4	Mrs Averyl Richards	Secretary		Bawburgh News
5	Mr David Goodman	Assistant Treasurer		Bawburgh Parish Council
6	Mrs Kathy Watchorn	Bookings Secretary		
7	Mrs Helen Liddle			Parochial Church Council
8	Mrs Rachel Scott			
9	Mrs Kate Smallwood			
10	Mrs Marie Firrell			
11	Mr Colin Clark			Youth Club
12	Mrs Kelly Trivedi			Baby and Toddler Group
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Bawburgh Parish Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	-
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	-

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Steve Brock	Averyl Catherine Richards
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Position (eg Secretary, Chair, etc)

Chair	Secretary
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Date

23 January 2022	23 January 2022
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BAWBURGH VILLAGE HALL

Charity No. 1049903

Balance Sheet at 31st March

	2020	2021
Accumulated Fund		
Balance Brought Forward	46639	45516
Surplus/-Deficit	-1123	6112
Balance Carried Forward	<u>45516</u>	<u>51628</u>

Represented By:-

Debtors Hire Charges	1713	0
Stock Bar	1242	1060
Oil	405	405
Bank Current Account	7081	8788
Bank Deposit Account	37678	41375
	48119	51628
Less Creditors		
Hire Charges Received in Advance	-1565	0
Creditors Bills Outstanding	-1038	0
	<u>45516</u>	<u>51628</u>
	=====	=====

I have examined the financial records of the Hall as presented to me by the Treasurer and I am pleased to confirm that in my opinion the Income and Expenditure Account shown above is a correct statement of the financial activities of the Hall during the year ended 31st March 2021 and that the Balance Sheet shown above is a true statement of the financial position of the Hall at 31st March 2021.



Roger Canwell Independent Examiner
28th April 2021

BAWBURGH VILLAGE HALL

Charity No. 1049903

Income and Expenditure Account

	2020	2021
Income	£	
Bar Sales	8976	154
Less Costs		
Purchases	-4079	-76
Gas/Sundries	-916	-432
Wages	-6571	-707
Bar Profit	-2590	-1061
Hire of Hall incl 50/50 Club	20469	1794
Coffee Mornings	1593	167
Whist Drives	316	0
Village Fete	1377	0
Bonfire Night	385	0
Quiz Nights	489	0
Open Gardens	1759	0
Harvest Supper	86	0
Playground Fund	0	0
Interest /Commission	130	29
Other Receipts and Donations	792	0
Covid Grants	0	19907
Furlough Payments	0	4814
Total	<u>24806</u>	<u>25650</u>
Expenditure		
Building Maintenance	408	1821
Grounds Maintenance	2296	2501
Electricity/Oil	2984	1900
Rates/Water	1514	789
Insurance	1641	1757
Caretaker	4503	5441
Cleaning	294	263
Fire Extinguishers	566	391
Kitchen Equipment	839	701
Hall Equipment	3340	9
Alarm Service	670	701
Christmas/Easter Celebration Costs	287	32
Family Day Costs	95	0
Licences, Affiliations etc	897	913
Professional Fees	500	165
Administration	1994	1346
Booking Officer	1250	750
Donations/Misc	1851	58
	<u>25929</u>	<u>19538</u>
Surplus/-Deficit	-1123	6112

Bawburgh Village Hall 2021

Bar Purchases

Expenditure on supplies	76	
Expenditure on consumables	72	
Accrued Purchases	0	
Plus Opening Stock	1242	
Less Closing Stock	1060	
Per Accounts		2450

Bar Wages

Staff	30	
Manager	648	
Paye	0	
Accrued Wages 2020	-577	
Accrued Wages 2021	606	
Per Accounts		707

Hall Hire

Receipts	3117	
Less Bridge Club/50/50 accrued 2020	-1714	
Plus Bookings paid in adv 2020	1565	
Less rec'd in adv for 2021/22	0	
Less Returned Cheques	0	
Less Returned Deposits	-1174	
Per Accounts		1794

Debtors

Bridge Club	0	
50/50	0	
Bar	0	0

Creditors

Caretaker/Bar Manager	606	
Bookings Officer	250	
Mobile/Website	118	
Stocktaker	85	
Bank Charges	0	1059

Bank Reconciliation 31/03/2021

Balance per Current A/c Statement	9615.03	
Less Unpresented Cheques	<u>-827.00</u>	
	8788.03	
Business Savings A/c	41375.43	
Balance per Accounts		50163.46