



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	01	2020	<b>To</b>	31	12	2020

## Section A Reference and administration details

**Charity name** Naphill Village Hall & Playing Fields

**Other names charity is known by**

**Registered charity number (if any)** 300309

**Charity's principal address** Naphill Village Hall

Main Road

Naphill, Buckinghamshire

**Postcode**

**HP14 4SX**

### 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	Clive Lawrence	Chairman		Elected Village Representative
2	Sarah Bacon	Vice Chairman		Elected Village Representative
3	Paul Riglar	Treasurer		Naphill & Walters Ash School
4	Judy Whitehouse	Secretary		Co-opted
5	Tanya Stevens	Lettings Secretary		Co-opted
6	Cathryn Carter			Elected Village Representative
7	June Lynch			Elected Village Representative
8	Daisy Leek			Elected Village Representative
9	Andrew Wasilewski			Elected Village Representative
11	Dave Evans			Co-opted
12	Peter Williams			Hughenden Parish Council
13	Norma Clarke			Hughenden Church
14	Judy Redrup			Naphill Tennis Club
15	Bob Hathaway		Resigned 5 <sup>th</sup> October 2020	Junior Football Club
16	Harry Salter		From 5 <sup>th</sup> October 2020	Senior Football Club
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20	Andrew Bottomley		Resigned 4 <sup>th</sup> May 2020	Men's Club
21	Gloria Leflaive			NAWARA
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24	Jenny Price		Resigned 8 <sup>th</sup> June 2020	W.I.
25	Danielle Bowman			RAF

26	Dennis Lynch			Bridge Club
27	Linda Clark			Naphill Festival Committee
26	<b>Names of the trustees for the charity, if any, (for example, any custodian trustees)</b>			
	<b>Name</b>	<b>Dates acted if not for whole year</b>		

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme
How the charity is constituted (eg. trust, association, company)	Registered charity
Trustee selection methods (eg. appointed by, elected by)	Part appointed, part elected

#### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

Our proposal to re-constitute with 8 Trustees only was due to be approved at the AGM planned for Monday 6<sup>th</sup> April 2020. Unfortunately this had to be cancelled due to the Covid-19 lockdown and we have still been unable to hold a full AGM in public. We feel it would be wrong to go ahead with any changes until a public meeting is possible so this decision is now due to be made at the 2021 AGM

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the charity is, in the interests of social welfare, to improve the conditions of life of the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of:

- A village hall for use by the inhabitants, including use for:  
Meetings, lectures and classes, and  
Other forms of recreation and leisure time occupation; and
- A recreation ground for use by the inhabitants.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The year 2020 has been one that was totally different from any other previous year. With the Coronavirus pandemic the village hall had to close for many months. With the village hall being closed there was very little income from the lettings and leases. The village hall has received grants of £10000 and £1300 from the government via Buckinghamshire Council. Fortunately the village hall has received generous donations from members of the public and local businesses. Cathryn Carter and her teams have done a great job of fundraising with the two events, the cheese and wine evening in February and the Christmas Fayre raising between them over two thousand pounds. Donations for the Christmas tree lights are at an all-time high but unfortunately Napfest and the fireworks were not allowed to take place, so our main fundraising events raised nothing.

The village hall has had to spend money on the normal day to day running of the hall. These include, the insurances, electric, gas and water and the field maintenance, grass and hedge cutting. So even when the hall is closed it still costs money. A few other costs were incurred and these included a new thermostat, and the sanitising stations. The heating system appears to be in need of replacement in the not too distant future. The boiler along with the ash tree that needs attention will be expensive and reduce the funds available to the committee for future improvements.

During the last year the Women's Institute has closed. It is very sad to see one of the founder member organisations close mainly as there are less members that can make it function, this along with the Horticultural Society from a couple of years ago means that fewer people are being involved in the running of the village hall. The village hall needs new younger people to become involved.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Naphill Village Hall & Playing Fields Council is entirely managed by volunteers who give up many hours to ensure that our facilities are well maintained for community use.

In addition, many members of the community volunteer at our fundraising events which would not be possible otherwise.

Our grateful thanks to everyone who is involved.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Fundraising activity:

- Cheese and Wine Evening
- Christmas Fayre
- Scarecrow Competition

Strategic Maintenance:

- None, but ongoing programme of general maintenance continued

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Our Financial Regulations state that we will always keep £15,000 in reserve

**Details of any funds materially in deficit**

No funds in deficit

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- Investment policy and objectives including any ethical investment policy adopted.

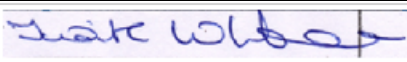
## Section F Other optional information

Due to the Covid-19 pandemic the 2021 AGM at which the annual reports for 2019 are approved was held via Zoom. Although the method for joining was widely publicised on the web site, on the village Facebook page and in the village magazine there was sadly no one present representing the area of benefit.

## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature</b>	
<b>Full Name</b>	Judith <u>Whitehouse</u>
<b>Position</b>	Secretary
<b>Date</b>	<u>10th April 2021</u>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Naphill Village Hall and Playing Fields Council

**On accounts for the year  
ended**

31 December 2020	<b>Charity no (if any)</b>	300309
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**Set out on pages**

3 and 4  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2020**.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:** 

**Date:** 22/3/21

**Name:** Mr John Harris

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

**Address:** Red Cottage, The Common, Naphill, Buckinghamshire, HP14 4RG

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 details of any items that the examiner wishes to disclose.**

None



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Naphill Village Hall and Playing Fields Council

300309

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2020

To

31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fund raising	7,972	-	-	7,972	26,227
Lettings	7,789	-	-	7,789	21,117
Leases	1,584	-	-	1,584	5,165
Playing fields	720	-	-	720	480
Donations	1,776	1,321	-	3,097	13,289
Sundry	11,734	-	-	11,734	25
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>31,575</b>	<b>1,321</b>	<b>-</b>	<b>32,896</b>	<b>66,303</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,575</b>	<b>1,321</b>	<b>-</b>	<b>32,896</b>	<b>66,303</b>
<b>A3 Payments</b>					
Cleaning	2,190	-	-	2,190	5,806
Building & grounds maintenance	13,045	363	-	13,408	26,136
Utilities	5,256	-	-	5,256	5,313
Insurance	4,001	355	-	4,356	4,103
Telephone and internet	645	-	-	645	789
Licences	722	-	-	722	748
Hall Equipment	567	-	-	567	1,278
Special projects	1,571	3,835	-	5,406	16,251
Sundry	292	-	-	292	975
	-	-	-	-	-
<b>Sub total</b>	<b>28,289</b>	<b>4,553</b>	<b>-</b>	<b>32,842</b>	<b>61,399</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>28,289</b>	<b>4,553</b>	<b>-</b>	<b>32,842</b>	<b>61,399</b>
<b>Net of receipts/(payments)</b>	<b>3,286</b>	<b>- 3,232</b>	<b>-</b>	<b>54</b>	<b>4,904</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>45,221</b>	<b>5,372</b>	<b>1,376</b>	<b>51,969</b>	<b>47,065</b>
<b>Cash funds this year end</b>	<b>48,507</b>	<b>2,140</b>	<b>1,376</b>	<b>52,023</b>	<b>51,969</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Community account	48,507	2,140	1,376
		-	-	-
		-	-	-
	<b>Total cash funds</b>	48,507	2,140	1,376
	(agree balances with receipts and payments account(s))	OK	OK	OK

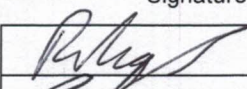
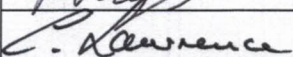
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Debtors and Prepayments	6,065	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Creditors	Unrestricted	1,648	
	Amounts held in trust	Endowment	1,376	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PAUL RIGBY	22/3/21
	CLIVE LAWRENCE	22. III. 2021

# Treasurer's Annual Report for AGM

Although 2020 is probably a year many would wish to forget, fortunately the Village Hall ended the year as financially secure as it started it.

Lockdown stopped all but three fund raising events and closed the hall to hirers for most of the year. This was offset by reduced expenditure and two government grants resulting in a year end cash balance that was £54 more than last year.

## Review of 2020

### Income

Total receipts banked were £32,896.

Fund raising activities raised £7,972. The breakdown is as follows:

	<b>2020</b>	<b>2019</b>
Christmas Tree	Recorded in donations	<i>£892.99</i>
Summer Fete	£0	<i>£7,120.00</i>
Wine Evening	£1,336	<i>£0</i>
Scarecrow	£631	<i>£0</i>
Christmas Fayre	£1,005	<i>£1,312.01</i>
Fireworks	£5,000	<i>£17,795.00</i>
<b>Total</b>	<b>£7,972</b>	<b>£27,120.00</b>

The recorded fireworks receipt of £5,000 was banking money from the 2019 event.

The lettings receipts were £7,789, a good proportion of that was 2019 debtors settling their accounts. The actual letting billings were just over £5,000 which is down 75% from 2019.

Donations totalled £3,097 the largest individual donations were from Sure Build, the WI and Naphill Neighbours.

Two grants from Bucks totalling £11,334 and £400 from Hughenden PC helped support the Hall.

### Expenditure

Total expenditure was £32,842.

Nearly a third of this was paying off year end creditors meaning in-year expenditure was about £23,500.

The biggest expenses were:

- Utilities - £5,256
- Grounds-maintenance contract - £3,642
- Insurance - £4,356

## Financial reserves and cash burn

Where practical, the village hall has minimised its cash burn. Last year I calculated that the hall could survive 3 years without meaningful income. That is still the case which hopefully will be more than enough to see out this crisis.



# Trustees' Annual Report for the period

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**Other names charity is known by**

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#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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## Section B Structure, governance and management

#### Description of the charity's trusts

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Our grateful thanks to everyone who is involved.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Fundraising activity:

- Cheese and Wine Evening
- Christmas Fayre
- Scarecrow Competition

Strategic Maintenance:

- None, but ongoing programme of general maintenance continued

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Our Financial Regulations state that we will always keep £15,000 in reserve

**Details of any funds materially in deficit**

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**Further financial review details (Optional information)**

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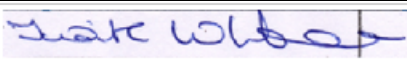
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## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature</b>	
<b>Full Name</b>	Judith <u>Whitehouse</u>
<b>Position</b>	Secretary
<b>Date</b>	<u>10th April 2021</u>