

VERWOOD MEMORIAL HALL TRUST

Registered Charity No: 301194

Annual Report and Accounts

for year 1 April 2022 to 31 March 2023

VERWOOD MEMORIAL HALL TRUST
Registered Charity No: 301194

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VERWOOD MEMORIAL HALL TRUST
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Legal and Administrative Information

Address for correspondence	The Trust Secretary Valentines Howe Lane Verwood Dorset BH31 6JF
Governing Document	Trust Deed dated 8 January 1974
Charity Registration No.	301194
Trustees and Members of the Management Committee:	Sally Buttolph, Chairman Ann Abernethie, Secretary Ann Abernethie, Treasurer Katherine Archibald Sally Buttolph, Bookings Manager Alan Biggs Mick Boney Barrie Collins Richard Himson Jane Lake Doreen Norton Denise Pugh Ernest Whatmore Marilyn Whatmore Dennis Wright
Verwood Town Council Representative	Vacant
Charity Address	Verwood Memorial Hall Ringwood Road Verwood Dorset No letter box
Bankers Lloyds Bank	25 High Street Ringwood Hants BH24 1BD
Independent Examiner	Mr A Clarke CPFA 5 Kiln Way Verwood Dorset BH31 6GE

VERWOOD MEMORIAL HALL TRUST
Registered Charity No: 301194

Report of the Trustees/Members of the Management Committee
for the year ended 31 March 2023

The Trustees/Management Committee have pleasure in presenting their Report, together with the Receipts and Payments and Bank Balances of the Charity, for the year ended 31 March 2023

LEGAL STATUS

The charity was established by a Scheme set up by the Charity Commissioners for England and Wales on 8 January 1974 and the land and building are vested in the Official Custodian for Charities.

OBJECTIVES

The object of the charity shall be the provision and maintenance of a multifunctional village hall for the use of the inhabitants of the parish of Verwood and the neighbourhood thereof, 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 said inhabitants and at affordable rates, to a good standard.

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit and in implementing this guidance, ensure that the village hall (Verwood Memorial Hall) is available for hire by any individual or organisation in accordance with the standard hiring arrangements and scale of charges adopted and publicised for the year. It is intended that the scale of charges be sufficient to generate enough income to meet all expenditure incurred in providing the facilities at the hall.

The Management Committee may accept any donations of property or grants for the general purpose of the charity and it may also accept donations of property or grants for any special projects i.e. extensions and improvements connected with the charity and not inconsistent with the provisions of the Scheme.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is organised as an independent association of local residents who, in accordance with the Constitution, form the Management Committee (Trustees). This Committee is made up of elected representatives from local non-profit organisations who hire the Hall, together with elected members of the public and a representative from Verwood Town Council. The Constitution provides for ten members of the public to serve on the Management Committee and seven were nominated for 2022/2023. Management Committee members are elected on an annual basis at the Annual General Meeting, with the officers being elected from the membership of the Management Committee.

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STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

The Trustees (the Management Committee) delegate day-to-day responsibilities for the charity, its building, land and finances to the Executive Sub-Committee which consists of the Management Committee Chairman, Trust Secretary and Treasurer, plus four Trustees as agreed by the Management Committee.

The Committee takes professional advice from the Charity Commission, Dorset Community Action and Community Action, Hampshire. Banking services are provided by Lloyds Bank, Verwood. The Committee continues to be kept up-to-date with changes to accounts reporting, revised guidelines on fundraising, the need to maintain appropriate policies and changes to national minimum wage and the 'living wage', as well as relevant statutory requirements through membership of various organisations, as stated above. The Trustees continue to implement Good Governance and Best Practice in all their management decisions. All significant decisions are made on a collective basis, either unanimously or on a majority vote; all Trustees are accountable to the Management Committee and affirm that there is no conflict of interest between the Trustees and the activities or the management of the charity.

All involved with the Management of the charity and its premises, are very aware of their accountability not only to the Charity Commissioners and relevant statutory authorities, but especially to the community of Verwood.

No Councillor has been offered as the representative from Verwood Town Council.

REVIEW OF PROGRESS AND ACHIEVEMENTS DURING THE YEAR

In accordance with the terms of the Constitution, the charity continues to provide a multi-use village hall facility with charges set at a price which is seen to be affordable for the hirers but also sufficient to enable all running costs to be covered as well as the ability to put aside funds to cover the cost of 'one-off' expenditure. As the original hall is more than sixty years old and the Elizabeth Room is more than forty years old, upgrades continue to be required on an ongoing basis.

Volunteers continue to give many hours to their responsibilities both in managing the premises and the charity; without them, the Memorial Hall Trust could not function in the way it does. During the year, Jo Hawker continues the book-keeping duties, on a self-employed basis.

During the year, as well as routine maintenance and repairs, one-off projects for the Hall included:

- Front car park: re-laying of the tarmac surface completed in August 2022
- CCTV camera purchased and installed in October 2022

Subject to funding, work planned for 2023/24 includes:

- Foyer: the installation of an electronic door opener
- Policies to be reviewed

Income from Government and Verwood Town Council grants as well as hiring charges, paid for all running and upgrading costs.

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REVIEW OF PROGRESS AND ACHIEVEMENTS DURING THE YEAR
 (continued)

Evidence of Public Benefit continues to be demonstrated by the significant use that is made of the facilities. The building continues to be used by local groups and organisations as well as individuals. Demand for bookings is increasing, as confidence after Lockdown increases. Requests for use in 2023 and 2024 already in the diary. There are 6 sessions available per day, 3 for each hall.

	A	M	J	J	A	S	O	N	D	J	F	M	TOTAL
2022/23	32	57	53	53	45	57	62	74	58	51	56	69	667
2021/22	2	10	10	9	21	44	59	50	37	47	54	60	403
2020/21	NIL	NIL	NIL	NIL	NIL	15	12	3	NIL	4	NIL	NIL	34
2019/20	75	84	75	58	31	89	78	88	83	68	72	55	856
2018/19	79	70	77	64	2	88	86	88	61	77	73	91	856
2017/18	65	93	89	77	41	83	78	87	59	76	70	62	879
2016/17	71	87	84	57	27	81	94	102	70	74	76	98	921
2015/16	72	83	84	65	39	77	82	98	64	76	69	77	886

The Hall premises continued to be used by a wide range of hirers - non-profit organisations, clubs and societies, with more bookings for workshops and social events, and micro businesses, as well as parties for both children and adults. Long term hirers remain loyal and have committed to future bookings well into 2024. Bookings for Children's parties continue to be strong. Parties for adults have continued.

During the year under review, Income from Lettings was £23,184 For the seventh year running, there was no increase in hiring charges.

Following the guidelines from the Charity Commission, Policies for Complaints, Conflicts of Interest, Data Protection, Fire Protection, Health and Safety, Investment, Management of Volunteers, Risks, Risk Management Plan and Risk Register continue to be implemented.

RESPONSIBILITIES OF THE TRUSTEES/MANAGEMENT COMMITTEE

To manage the premises and other resources in a cost effective manner, ensuring Best Practice in compliance with all relevant statutory requirements and Charity Commission Guidelines, whilst providing, at affordable rates, a multifunctional facility to a good standard to serve the community. Great emphasis is placed on the highly valued multi skilled team of volunteers who maintain and manage these facilities on a day-to-day basis. The charity's running costs would be considerably higher without the tireless efforts of our volunteers, as it would be necessary to engage paid assistance.

The Management Committee affirm that there have been no Serious Incidents, relating to the Charity, of which the Charity Commission have not been informed. In addition, the Trustees are pleased to advise that, in compliance with new Charity Commission Guidelines, a thorough review of Financial Controls for both Income and Expenditure is undertaken as and when deemed appropriate and affirm that oseccontrols are robust.

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RESPONSIBILITIES OF THE TRUSTEES/MANAGEMENT COMMITTEE
(continued)

As at the date of the approval of this Annual Report and Accounts, the Trustees/ Management Committee consider that there are no uncertainties about the ability of the charity to continue as a going concern.

FUTURE PLANS

The Trustees plans for the future are to a) continue to meet its aims and objectives as set out in the Constitution by the provision of a village hall facility for the residents of Verwood and the surrounding area, b) provide that facility at a price that is affordable, c) continue to upgrade the premises as funds permit, d) manage the charity in a responsible manner, and e) for the eighth year running, not to increase the hiring charges for the financial year 2023/24.

ACCOUNTING POLICIES

The financial statements of the Charity have been prepared with the Charities Act 2011 and Section 1 of Financial Reporting Standard 102, effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, under the historical cost convention and accounting policies set out in these accounts and as a going concern.

Incoming resources are accounted for on a receivable basis and outgoings on a payments basis.

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There are no restricted funds that have been provided to the charity for particular purposes during the year.

If upon winding up or dissolution of the charity, there remain any assets, after the satisfaction of debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Neither the Trustees nor any persons connected with them have received any remuneration, either in the year under review or in the previous year.

RISK POLICY

The major risks to which Verwood Memorial Hall Trust may be exposed, continue to be reviewed and managed so as to mitigate those risks.

RESERVES POLICY

During the year, the Management Committee undertook a review of the Reserves Policy and the Reserves Level. As a result, it was decided that the Level should continue to be £60,000 in order to cover foreseen and unforeseen situations, including the resurfacing of the exterior of the barrel roof, that could lead to additional high expenditure not covered by insurance.

RESERVES LEVEL

The Management Committee have decided to increase the reserves level to £60,000 in order to have funds available to resurface the barrel roof if necessary. Reserves of three months' expenditure is also to be kept in reserve in case of unforeseen circumstances.

Signed on behalf of the Trustees/Management Committee

Signature: Date:

Sally Buttolph, 22 Burley Close, Verwood, Dorset BH31 6TQ

Verwood Memorial Hall Trust (Registered Charity Number 301194)

Report of the Independent Examiner to the Trustees on the accounts of the Trust (“the charity”) for the year ended 31 March 2023.

Respective responsibilities of Trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). 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 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

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 all applicable 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 material matters have come to my which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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 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.



Andrew J Clarke cpfa

The date upon which my opinion is expressed is 22 May 2023.

VERWOOD MEMORIAL HALL TRUST

Registered charity 301194

Verwood Memorial Hall Trust					
Receipts and Payments Account 1 April 2022 to 31 March 2023					
Receipts:	<u>£</u>	<u>2022/23</u>	<u>Notes</u>	<u>2021/22</u>	<u>£</u>
Lettings		23,184			11,887
Grants		5,000	a		17,667
Interest		19			0
Other receipts		1,244	b		755
		<u>29,447</u>			<u>30,309</u>
Payments:					
Premises:					
Cleaning		4,246	c	2,400	
Utilities (net of refunds)		2,598		1,228	
Repairs and Maintenance		1,414		15,233	
Business Rates		0		0	
Purchases		319	d	260	
Waste Collection		<u>356</u>		<u>343</u>	19,464
Insurances		1,813			1,474
Replacements		22,300	e		6,307
Office costs:					
Admin fees		5,702	f	1,269	
Telephone, internet etc		368		444	
Postage, stationery etc		<u>531</u>		<u>132</u>	1,845
Fees, licences and subscriptions		50	g		40
Other expenses		244	h		78
		<u>39,941</u>			<u>29,208</u>
Net position: [Surplus / (Deficit)]		(10,494)			1,101
Balance brought forward:		31,263			30,162
Balance in Hand 31 March:		<u>20,769</u>			<u>31,263</u>
Represented by:					
Lloyds Bank: Current Account		10,545			28,059
Instant Access Account		10,224			3,204
		<u>20,769</u>			<u>31,263</u>

The notes are on the next page.

Ann M Abernethie
Treasurer May 2023

VERWOOD MEMORIAL HALL TRUST

Registered Charity 301194

Notes:

a	Grants are made up as follows:	<u>2022/23</u>	<u>2021/22</u>
		<u>£</u>	<u>£</u>
			7,000
		5,000	
			<u>10,667</u>
		<u>5,000</u>	<u>17,667</u>
b	Other receipts are made up as follows:	<u>2022/23</u>	<u>2021/22</u>
		<u>£</u>	<u>£</u>
		547	595
		50	150
		647	
		<u>10</u>	
		<u>1,244</u>	<u>755</u>
c	Cleaning services are contracted out		
d	Purchases in 2022/23 include £158 for CCTV.		
e	Replacements are made up as follows:	<u>2022/23</u>	<u>2021/22</u>
		<u>£</u>	<u>£</u>
		1,300	6,307
		21,000	
			<u>22,300</u>
f	Bookkeeping services are now contracted out.		
g	This relates to the annual Data Protection fee to the Information Commissioner's Office (£40 in 2021/22 and 2022/23) and Dorset Village Hall Association (£10 in 2022/23 only).		
h	Includes deposit refunds (£175 in 2022/23; £75 in 2021/22).		