

TATWORTH MEMORIAL HALL



Registered Charity 304651

ANNUAL REPORT
FOR THE
YEAR ENDED
31st MARCH 2022

TATWORTH MEMORIAL HALL
Registered Charity 304651

TRUSTEES' ANNUAL REPORT

1st April 2021 - 31st March 2022

Secretary to the Trustees
Susan Russell
Sunnyside, Chilson Common
South Chard, Somerset TA20 2NS
Tel: 01460 220339 email: boudiaxed@aol.com

Trustees:

Annette Goody
Malcolm Denslow
Nick Bernard
Susan Russell

Chairman
Vice Chairman
Treasurer and Bookings Secretary
Secretary

Leonie Aston
Jill Bond
Sheila Harding
Natalie Larcombe
Rena Moxon

Polly Mulligan (from 11/21)
Gladys Prince
Pat Sargent
Jean Turner
Russ Wardell

Bankers: Lloyds TSB, 37 Market Square, Crewkerne, Somerset TA187LR

Investment Managers: Rathbone, Southernhay Gardens, Exeter EX1 1UG

**Independent Financial Examiner: TCAS Ltd, 2 Victoria Hall,
Coombe Lane, Axminster, Devon EX13 5AX**

Solicitors: Bevis & Beckingsale, Silver Street, Axminster, Devon EX13 5AH

Insurers: Allied Westminster Insurance Services, Boston Spa, LS23 6BN

Governance

Tatworth Memorial Hall is a registered charity which was established by a Trust Deed dated 5th July 1952. The Trust Deed is held, together with other important documents, by our solicitors, Beviss and Beckingsale. The Hall was opened in 1953 and was extended and refurbished in 2001 with help from the National Lottery, Somerset County Council, South Somerset District Council, The Countryside Agency, Tatworth and Forton Parish Council and many private donations. The Hall and land are held in trust on behalf of the Parish by the trustees who are responsible for the management of the Hall, its finances and for keeping the building in a good state of repair. The Hall comprises the main hall, kitchen, foyer, Cozens' Room and bar, the Brewer and Stonham Rooms and the Parish Council Office in the Hoskins' Annexe, store rooms, toilets and car park. The children's play area and adjacent land are leased to Somerset County Council to provide a children's centre and/or use by a pre-school.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. Seven trustees are elected at the Annual General Meeting held in July each year. In addition eight local organisations have the right to nominate a trustee. Each trustee serves for a period of one year and may be re-appointed. The trustees form the Management Committee of Tatworth Memorial Hall which has the power to co-opt up to two further trustees. The Management Committee meets 6 times a year.

Objectives of the Charity

The Trust Deed requires the charity to provide "physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreation and entertainment or otherwise as may be found expedient for the benefit of the inhabitants of Tatworth and Forton and its immediate vicinity without distinction of sex, of political, religious or other opinions".

Principal Activities in pursuit of Objectives

In normal circumstances the Hall is used almost every day of the year for a variety of activities associated with the Parish's many clubs and societies, the Parish Council and private hirings. This year has marked a gradual return of activities following the Government's suspension of gatherings and the restrictions on social distancing due to the pandemic.

Hiring Agreement

Use of the Memorial Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. This agreement sets out the conditions of hire and forms a contract between the parties setting out their respective responsibilities. This is an essential requirement of the Hall's insurance policy.

Licences

The Hall has a premises licence issued by South Somerset District Council governing the provision of entertainment to the public and the sale and supply of alcohol. The licence is held by the trustees who are collectively responsible for its administration. The Hall is registered with SSDC under the Food and Hygiene Regulations 2004 and has received a "5" grading, the highest.

Risk Management

The Management Committee recognises that it is under a legal obligation to protect the building, its hirers and employees through adequate and appropriate insurance.

The Hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance Services Ltd (sum assured: £826,698). It is insured with the same company with respect to contents (£36,311), public liability (£10 million), employer's liability (£10 million), trustee indemnity (£250,000) and legal expenses (£100,000).

Subject to certain conditions, hirers who have no public liability cover of their own are included under the Hall's public liability insurance to a maximum of £2 million. This cover does not extend to commercial hirers.

Maintenance Matters

- Gas appliances and portable electrical appliances are tested by qualified personnel periodically as required by law
- The electrical circuitry is tested by a qualified electrician every five years
- Safety and Fire Risk Assessments are carried out regularly
- Fire fighting appliances (annually) and the Fire Alarm system (6 monthly) are inspected and serviced
- Trustees carry out regular maintenance checks and hirers are required to note any faults or defects in the maintenance book which is checked regularly by the Committee
- Hirers are required to record all accidents in the Accident Record Book

Financial Strategy

The trustees have agreed Financial and Investment Policies which set out their responsibility for the prudent management of Hall funds. It is the objective of the trustees to set hire charges at a level which ensures that basic running costs of around £300 per week are met. Any surplus is transferred to the reserves. In 2003 the Memorial Hall received a legacy of £100,000 from the will of the late Jack Stonham, a resident of the parish. The purpose of this legacy is to improve the fabric of the Hall and its facilities. The fund has been managed cautiously to maximise the income in the currently prevailing climate of low interest rates. Trustees have now agreed a formal investment policy for the fund which aims to establish a long-term building fund to prepare for the eventual capital cost of a new Hall and a medium term repair fund to meet the cost of major repair or renovation of the existing building. These investments have been made in growth funds with Rathbone Investment Management Ltd.

Volunteers' Efforts

The running costs of the Hall are kept as low as possible by the voluntary work of trustees. In addition the Hall employs a cleaner, a caretaker and the occasional services of a handyman. On average 40 hours of trustee time are given each week to cover routine tasks such as repairs and renewals, painting and refurbishment, bookings, processing payments, correspondence, Management Committee administration, maintenance matters, fund raising and

hirer enquiries. A considerable amount of trustees' time is devoted to dealing with the ever increasing burden of compliance with charity law and regulations and health and safety legislation governing community buildings.

Achievements and Setbacks

The trustees work hard to make the Hall attractive to hirers and measure their success by the range of users and the Hall occupancy. Revenue from hirings has increased in the year under review from £5,108 to £9,069. Although a considerable increase on the previous COVID year it is still well below the norm. The Hall received continuing support from the Government's COVID Business Recovery Grant Scheme of almost £12,000. Total expenditure remained constant at around £20,000. Energy costs fell slightly from £2,942 to £2,733. Water and sewerage have shown an increase from £210 to £463.

Achievements

- A small surplus of income over expenditure of approximately £6,000 was achieved
- New curtains were installed in the main hall and Cozens' Room
- A new dishwasher was purchased (for which a grant of £400 was received from the Parish Council)
- Regular audits of electricity and water consumption are undertaken
- The monthly film shows organised by the trustees and volunteers were resumed in January
- The paperback book exchange in both foyers continues to be very popular and provides useful income
- The taps in the Ladies' toilets have been replaced with water saving models
- The toilet seats in the Ladies have been replaced with a more substantial and easily cleaned design

Overall View of the Year and Future Plans

The overall financial position of the Hall remains satisfactory and the accounts show a surplus of income over running costs. There are substantial sums invested to meet an ongoing programme of improvements and any unforeseen disasters. Hire charges remained unchanged for regular users for the 15th year in succession.

Future Plans

As this report concludes at the end of March 2022, the country is recovering from two lockdowns and other restrictions due to the Coronavirus pandemic. The Hall's business is also in a state of recovery. The Hall's investment portfolio with Rathbone Investments has rallied but the future is still uncertain due to stock market volatility in the current global economic climate. This prevailing uncertainty has meant that trustees are reluctant to commit to a programme of renewals and enhancements until revenue stabilises.

Acknowledgements

The trustees would again like to thank the residents of Tatworth and Forton for their support of the Hall. The majority of Hall bookings come from the parish and its many and various clubs, societies and organisations. Unlike many village halls the Hall does not receive regular grant support towards running costs and has to be self-supporting. We are also grateful to the hard working team of volunteers who provide vital support at the monthly film shows. Thanks too to the bookworms of Tatworth and Forton for supporting the Book Exchange and ensuring an ever changing selection of books.

The trustees would like to thank our caretaking team of Eric Peadon and Holly Lewis for their efforts in keeping the Hall and grounds in good order and ensuring a welcoming environment for hirers. We would also like to express our thanks and appreciation to the local tradesmen who undertake maintenance and repair work to the fabric of the Hall. In conclusion the trustees would like to thank our District Councillor Jenny Kenton for her advice and support during this difficult period.

Signed on behalf of the charity's trustees



Susan Russell
Secretary to the Trustees

Date 28th July 2022

TATWORTH MEMORIAL HALL
REGISTRATION NUMBER 304651

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the Charity and of its financial activities for that period, together with its assets and liabilities at the end of the period and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in business, and
- State whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the Accounting Standards and Statements of Recommended Practice and the regulations made under S144 of the Charities Act 2011. 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.

TATWORTH MEMORIAL HALL
REGISTRATION NUMBER 304651

INDEPENDENT EXAMINER'S REPORT TO THE
MANAGEMENT COMMITTEE OF TATWORTH MEMORIAL HALL

This report on the Accounts of Tatworth Memorial Hall for the year ended 31 March 2022 is in respect of an examination carried out under S.145 of the Charities Act 2011.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the Charity's trustees the Management Committee are responsible for the preparation of the Accounts; you consider that the audit requirement S.144 (2) of the Charities Act 2011 (The Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under S.145 (5)(b) of The Act, whether particular matters have come to my attention .

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examinations were carried out in accordance with the general directions given by the Charity Commissioners. That 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 the seeking of explanations from you, as trustees, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 in accordance with S.130 of The Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of The Act have not been met; or

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INDEPENDENT EXAMINER'S REPORT TO THE
MANAGEMENT COMMITTEE OF TATWORTH MEMORIAL HALL

~CONTINUED~

- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

V C Trott, FCCA
Chartered Certified Accountant

Dated

TCAS Limited
2 Victoria Hall
Coombe Lane
Axminster
Devon EX13 5AX

TATWORTH MEMORIAL HALL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. **ACCOUNTING POLICIES**

Accountancy Convention

These Financial Statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities Statement of Recommended Practice and the Charities Act 2011.

Investments have been revalued at the market value.

2. **MANAGEMENT REMUNERATION**

No remuneration was paid to any member of the Management Committee.

3. **DEFERRED RESTRICTED LEGACY**

The balance of The Charles and Jack Stonham Memorial Fund monies, £80,000 remains invested with Rathbones.

TATWORTH MEMORIAL HALL
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STATEMENT OF ASSETS
AS AT 31 MARCH 2022

£

£

CASH AND BANK BALANCES AS AT 1 APRIL 2021

Lloyds Bank PLC	-	Treasurers Account 0349754	14298	
Rathbones			94834	
Cash In Hand			107	
Lloyds Bank PLC	-	Deposit Account	<u>15000</u>	124239
ADD: SURPLUS FOR THE YEAR				7870
INCREASE IN INVESTMENT VALUATION				3681

CASH AND BANK BALANCE AS AT 31 MARCH 2022

135790


Lloyds Bank PLC	-	Treasurers Account 0349754	10848	
Rathbones			124933	
Cash In Hand			9	
Lloyds Bank PLC	-	Deposit Account	<u>0</u>	<u><u>135790</u></u>

MEMORIAL HALL - Site, Building & Equipment - at Cost

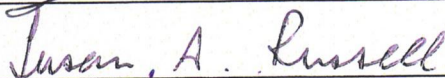
128300

The Financial Statement were approved by the Trustees on

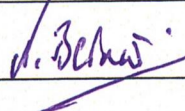
28 July 2022
(Date)



Mrs A Goody, Chair



Ms S Russell, Secretary



Mr N Bernard, Treasurer

TATWORTH MEMORIAL HALL
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RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

<u>2021</u>			<u>2022</u>	
<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>
		<u>RECEIPTS</u>		
	5108	Lettings of Hall	9099	
	40	Nett Proceeds from Fund Raising	289	
	3380	Lease - Somerset County Council	3380	
	405	Sundry Income	0	
	400	Grant	400	
	20674	COVID Grants	11917	
		Dividends	1418	
	0	Deposit Account Interest	45	
30007				26548
		<u>LESS: PAYMENTS</u>		
	4862	Cleaning - Wages and Materials	5500	
	9444	Maintenance - Repairs & Renewals	9269	
	2942	Light, Heat & Power	1616	
	210	Water & Sewerage Charges	464	
	1024	Insurance	1046	
	293	General Administration & Licensing	359	
	122	Advertising, Printing, Stationery & Postage	220	
	120	Accountant's Charges	127	
	60	Sundry Expenses	77	
19077				18678
10930		<u>SURPLUS FOR THE YEAR</u>	7870	