

BARSHAM AND SHIPMEADOW VILLAGE HALL

BARSHAM: BECCLES: SUFFOLK

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity- No. 304705

For the year ending 31st December 2021

Chair

Mrs Pauline Midwinter
Old School House
Barsham
Beccles
NR34 8HA

Secretary

Mrs Carol Blanchard

Blanchard

1 City Villas
Barsham
Beccles
NR34 8JT

Treasurer

Mr Zane

1 City Villas
Barsham
Beccles
NR34 8JT

Bank

HSBC
3 New Market
Beccles NR34 9HQ

Independent Examiner/ Auditor

The Rev'd Tony Felton
6 Borough End
Beccles
NR34 9YW

THE MANAGEMENT COMMITTEE of the
BARSHAM and SHIPMEADOW VILLAGE HALL
Annual report for the year 2021. Reg. Charity 304705

Background

The Management Committee of the Village Hall came into being in consequence of a Conveyance and Trust Deed, signed on 13th March 1965, under which the St Edmundsbury and Ipswich Diocesan Board of Finance conveyed to the Trustees of the Barsham Village Hall the premises and land formerly used as the village school. Subsequently the committee purchased, in 1989, a portion of adjoining Glebe land from the same Diocese, the whole now being managed as a single entity on behalf of the inhabitants of the "area of benefit" loosely described as Barsham and neighbourhood.

The enclosed Reports and Financial Statements are made under guidelines consequent to the Charities Act 1993. The Annual Meeting is now always held in June as our Constitution requires, "that the Annual meeting shall be held in the month of April each year or as soon as practicable thereafter" *Clause 13 (1)*.

Membership

The present membership of the Management Committee is laid down in Clause 3 of the Constitution, which states:

"There shall be 3 members elected at the AGM for a term of office of one year, plus 4 representative members from named organisations. The committee has power to co-opt not more than two members to hold office until the end of the following AGM. Any competent member may be elected".

Under Clause 22 (b) they may appoint a Secretary, but if one of themselves it must be without remuneration. By Clause 22 (c) they may appoint similarly a Treasurer.

In the past it has been felt that a maximum of only 9 members places too high a burden on each individual member, having regard to their other responsibilities. We now have a Committee of only 7 members and could usefully increase this number during the year ahead.

During the year the following have served as members of the Management Committee:

<i>Chairman:</i>	Ms Pauline Midwinter
<i>Secretary:</i>	Mrs Carol Blanchard
<i>Treasurer:</i>	Mr Zane Blanchard

Elected members:

Mel Bacon
Neville Smith
Richard Midwinter
Pat Smith

Chair's Report for the Year 2021 - 2022

I would like to thank everyone for their hard work and dedication to the hall over the last year; we are a small crew but we do work hard, and the results are evident.

I'm pleased and relieved that our meetings are all in person now!

The paddock has seen the most development in the last year. We received free trees and hedging from the Woodland Trust and held a tree planting day, in which members of the public helped us plant them. We will need to water them regularly in the first few years to aid their settling in, but this will be worth it.

Our user groups have continued their usage, with the WI returning to face to face meetings after a long absence. Dog training, Parish Council, Woodcraft Folk, the Model Railway, Saxophonists and the necessary support groups have been an asset to us and we hope us to them too.

We have settled on decorators and they are booked in. We can't wait for the interior refresh!

We achieved the 5-star hygiene rating after sterling work by committee members. The kitchen cleaning schedule is set and allergy knowledge is much increased.

The Italian Night was the same - even without the kitchen the attendees had a smashing evening. I feel like we're starting routines that we can maintain, regular events we know how to put on, and enjoy doing.

The PCC Harvest Supper was again a great success, with a large attendance.

Remembrance Service at the VH went very well - Rev Canon John Fellowes took the service. A music student from Sir John Leman High School played the last post and Reveille. It was well attended. After the service the wreaths were laid at the memorial. Refreshments were served.

The Big Breakfast was a tremendous success, lots of hard work but lots of happy customers. We also cooked breakfasts for the Railway Modellers during the year and they greatly appreciated this service.

Our coffee mornings have gone very well. In May we teamed up with the Woodcraft Folk for a fundraiser towards Ukrainian assistance. Cakes were sold and tea and coffee drunk!

I would like to personally thank Carol Blanchard, Zane Blanchard, Mel Bacon, Pat Smith, Neville Smith, and Richard Midwinter for all your hard work this year. Here's to the next year together!

Pauline Midwinter
Chair
June 2021

There follows the detailed accounts

The Financial Statement has the following certificate:

"I have examined the books of account of the Barsham and Shipmeadow Village Hall and find them to be correct according to the information supplied."

Signed - A J Felton
Beccles Suffolk

Barsham and Shipmeadow Village Hall: Reg. Charity No. 304705

Financial Statement for the year ended 31st December 2021

Accounts

General Fund	2021	2020
Payments		
Electricity	£1,696.40	£545.07
Water	£72.80	£71.53
Rates	£26.79	£0.00
Cleaning	£600.00	£560.00
Maintenance general	£995.00	£30.00
Maintenance building	£5,490.40	£819.84
Insurance	£761.66	£726.11
Licences	£108.78	£200.76
Subscriptions to CAS	£0.00	£0.00
100+ Club	£240.00	£120.00
Equipment	£0.00	£0.00
Miscellaneous	£24.11	£369.00
Planning Expenses	£0.00	£396.00
Build	£26,431.86	£61,394.35
TOTAL	£36,447.80	£65,232.66

Receipts

	2021	2020
Electricity meter	£162.00	£124.00
NEAI groups	£896.00	£400.00
W.I.	£156.00	£0.00
Military Whist/Thursday Whist	£0.00	£0.00
Miscellaneous hirers less deposit	£874.00	£759.00
Sales/donations	£2,252.00	£118.50
100+ Club	£666.00	£940.00
Interest	£2.22	£24.11
Grants	£34,708.00	£23,401.25
COIF Charity funds	£0.00	£0.00
Miscellaneous	£0.00	£0.50
TOTAL	£39,716.22	£25,767.36

Excess/deficit of receipts over payments	£3,268.42	£39,465.30
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Upgrading facilities

Payments Transfer to General Fund	£0.00	£0.00
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Receipts	Transfer to General Fund interest	£0.00	£0.00
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Excess of receipts over payments		£0.00	£0.00
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Statement of assets and liabilities as at 31st December 2021

Accumulated fund as at 1st January 2021:

2021	2020
£273,893.03	£313,153.63

Add/less excess/deficit for the year

General Fund
COIF interest
Transfer from COIF to General Fund
Adjustments to Petty Cash
Adjustments to CCLA Investment
Increases in Village Hall property valuation

	£39,465.30
£3,268.42	0
£0.49	£11.25
£0.00	£0.00
£0.00	£0.00
£6,931.20	£193.45
£0.00	£0.00
£284,093.14	£273,893.03

Balance as at 31st December 2021:

Represented by
HSBC General Fund
Village Hall property*
Paddock
CCLA investment management fund
COIF Charities deposit fund
HSBC Savings Account
Petty Cash

£2,550.74	£868.94
£228,763.50	£228,763.50
£1,412.86	£1,412.86
£31,799.55	£24,868.35
£4,292.97	£4,292.48
£15,261.00	£13,540.88
£12.52	£146.02
£284,093.14	£273,893.03

Difference:

£0.00	£0.00
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Difference:

£10,200.11	-£39,260.60
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* Suffolk ACRE 2008 valuation
(* To be revalued after build and associated works are complete)

2021	2020
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BARSHAM & SHIPMEADOW VILLAGE HALL
Registered Charity: No. 304705
RESERVES POLICY

1. Statement:

This Reserves Policy for Barsham & Shipmeadow Village Hall Registered Charity No. 304705 was agreed and initially adopted by the Village Hall Management Committee (hereafter referred to as 'the Trustees') at their meeting of 13th May 2019. The Treasurer is responsible for keeping the policy up to date and must report it to the Trustees on an annual basis. This policy will cover the 5 years from the date of the above meeting but will be reviewed annually.

2. What this Reserve policy does:

This Reserves policy explains to existing and potential funders, donors, parishioners and other stakeholders why the Trustees are holding a particular amount of reserves in order to reassure all stakeholders that village hall finances are being properly managed.

It also provides an indicator of future funding needs and of the resilience of the Trustees to cope with any unforeseen emergencies and 'worst case' scenarios.

The Trustees will follow the **Charities SORP (Statement of Recommended Practice)** which requires a statement of a charity's reserves policy within its Annual Report.

The Trustees have also met Charity Commission expectations (**CC19 Charity reserves: building resilience**) to decide, publish, implement and monitor their charity's Reserves policy so that they comply with their legal duties to:

- act in the interests of the village hall and its users
- protect and safeguard village hall assets
- act with reasonable care and skill in the management of income and reserves

- ensure the Trustees are accountable to parishioners within the Benefice and to all other stakeholders

The Trustees have therefore developed a Reserves policy that:

- fully justifies and clearly explains the reasons for keeping reserves
- plans for the routine running and upkeep of the village hall during the next 5 years by maintaining adequate Unrestricted funds in our HSBC Current Account, in line with CC regulation
- reflects the risks of loss of letting income and increased spending commitments
- considers potential 'worst case' scenarios such as the need for a new village hall roof, electrical rewiring, uninsured damage to the fabric of the building, renewal of windows or the need to inspect, treat or remove trees from the paddock, etc.
- Clearly designates both Unrestricted and Restricted Reserves
- Shows how the Trustees have used Reserve/Designated funds

3. Unrestricted reserves & Restricted reserves:

There are two types of reserves:

- **Unrestricted reserves** are the part of village hall funds that are freely available to spend on any of the Trustees designated purposes. However, some or all of village hall unrestricted funds may not be readily available for spending. This is because spending those funds may adversely impact on the Trustees ability to deliver their aims in the longer term.
- **Restricted reserves** which are raised or held for specific future purposes.

Information on the Unrestricted/Restricted reserves is detailed in Appendix 1 at the end of this policy.

4. Designated funds:

Designated funds are set aside to meet essential future spending, such as funding a project that could not be met from future income. This effectively removes these funds from the reserves.

Designation is an administrative act by which the Trustees may earmark some of the village hall

Unrestricted funds for a particular project or use, without restricting or committing funds legally.

The designation may be cancelled by the Trustees if they later decide not to proceed or continue

with the use or project for which the funds were designated.

The Trustees will follow the recommendation in the Charity Commission guidance (**Charity Reserves RS3 - updated 1st March 2003**) which states this Reserves Policy must quantify and explain the purpose of any designated funds, along with the likely timing of that expenditure. Additionally, that the amount of any funds held as designated funds is appropriate to the purpose or use for which these funds have been designated.

Information on Designated Funds is detailed in Appendix 1 at the end of this policy.

5. The reasons why we need reserves:

The Trustees are required to meet the Charity Commission's regulations (**Charities' Reserve Policy: CC19 & Statement of Accounting Practice -**

Accounting and reporting by Charities - SORP 2005) which require the Trustees to establish a Reserves Policy which must be included in the Trustees Report and Annual Accounts for each year end and presented at the Annual General Meeting.

The Trustees considered the following when planning the level of reserves:

Unrestricted reserves for Asset replacement:

The Trustees will designate the annual village hall running surplus to make part provision for subsequent replacement of assets such as fixtures, fittings, cooker, kitchen equipment, furniture and other 'capital' equipment. These reserves will be held in the HSBC Current Account. Additional Unrestricted funds may need to be used to meet these expenditures if the running surplus is not sufficient for this purpose.

Unrestricted Reserves for infrequent maintenance costs

To maintain the facility in good condition for the benefit of all village hall users and to meet the conditions of our Insurance Policy and Premises Licence, the Trustees need to undertake major maintenance and suchlike activities on a regular but infrequent basis. Such expenses are normal operating expenses and will be undertaken using any designated running surplus held in the HSBC Current Account and, where possible, additional grant funding if this may be found. Again, additional Unrestricted funds may need to be used to meet these expenditures.

Infrequent Maintenance and suchlike activities include:

- Internal redecoration of the whole building
- External redecoration
- Curtain replacement
- Floor refurbishment
- Electrical certification including emergency lighting inspection and certification
- Inspection and maintenance of fire equipment
- Internal plumbing problems
- Maintenance of all heaters, lights and other electrical equipment
- Paddock maintenance
- Car park repairs

The above list is not exhaustive.

6. Restricted Reserves to meet 'worst case scenario' setbacks:

The village hall is now over 147 years old. This gives rise to a few concerns about the fabric of the building and means that the Trustees must maintain a healthy Restricted funds reserve.

The Restricted reserve of £31,799.55 (as at 31st December 2021) is maintained to meet any unforeseen and additional major costs and expenses associated with the fabric of the village hall and its safe operation. For example, if the trustees need to repair or replace the electrics or other uninsured major works. These funds would very likely not be adequate to pay for the full cost of such work but would enable the Trustees to begin the required emergency work while seeking additional grant support or possible Insurance cover.

These resources are vital to support the village hall's continued safe use, to the future financial viability of the hall and to its ability to achieve its aims and objectives.

The Trustees consider that it is essential to hold these Restricted funds in reserve if the village hall is to continue to serve the local community and other stakeholders for the foreseeable future.

7. Statement:

The Trustees believe that the village hall Reserves policy is appropriate to meet routine running costs, to provide additional resources when needed and to set money aside to meet future needs.

The Trustees understand and formally agree the principles behind the Reserves policy, setting out appropriate levels of reserves based upon immediate needs, unforeseen additional running costs, possible loss of rental income and a cautious risk assessment of potential 'worst case' scenarios.

The management of village hall Unrestricted and Restricted resources undertaken by the Trustees during the current 'A Hall for All' project has demonstrated the fitness of this approach and has enabled the Trustees to provide badly needed additional facilities with the minimum of outlay of our reserves.

8. What level (or range) of reserves we hold: As at 13th June 2022

□ Unrestricted reserve:

This stands at: £19,553.97

HSBC Savings Account: £15,261.00,

COIF Deposit Fund: £4,292.97(as at 31st December 2021)

□ Unrestricted reserves:

We have followed the Charity Commission guidelines of 3 - 6 months of running costs to be held in our Unrestricted reserves. This figure presently equates to approximately £1,000 - £2000. (reviewed 31st December 2021). These funds reside in our HSBC Current Account.

□ Unrestricted reserves:

The remainder of our Unrestricted reserve (£2,550.74) is presently held for the purpose of maintaining the village hall and for some other associated improvements, and repair or replacement of assets. This money presently resides in our HSBC Current Account.

□ Unrestricted reserves:

£4,292.97 to be used to renew village halls assets (new tables & chairs) or to meet a shortfall of funding for the 'A Hall for All' Project Phases 2 & 3 re the new kitchen, external solar lighting and paddock parking. This money presently resides in our COIF Deposit Fund.

Our Restricted reserves are detailed in the tables at the end of this policy.

9. The use of Unrestricted/Restricted reserves and the timing of expenditure:

The requirements for expenditure are listed and prioritised in the tables at the end of this policy, together with an indication of the likely need for short term, medium term, or long term expenditure.

- Short term = less than 12 months
- Medium term = 1 to 5 years
- Long term = over 5 years

10. What steps are to be taken to establish or maintain reserves at the agreed level:

- Continue community fundraising to return Unrestricted reserves to former levels
- Review hire charges and booking fees annually based on the level of village hall use
- Maintain the highest possible level of Unrestricted funds in our HSBC Current Account

11. Arrangements for monitoring and reviewing this policy

The needs of the village hall will change from year to year, and the call for unforeseen expenditure may well alter the Trustees financial plans. However, the financial situation will be fully reviewed each year at the AGM and the Trustees will make the appropriate observations and required recommendations for ensuring the continued financial good health of the village hall.

The Trustees have nominated the Treasurer of the village hall Committee to add an Agenda item to our Committee meeting in June each year for us to review this policy after the AGM.

Policy Dated: 14th May 2019

Policy Review Date: AGM/Committee Meeting June 2022

(No 2020 AGM due to Covid-19)

Period Covered: 2019-2024

ZSB/BSVH/Trustees

APPENDIX 1: Use of Unrestricted Reserves/Designated Funds details at 14th June 2021:

Type	Short/ Medium/ Long term	Item for expenditure:	Justification for using reserve	Level of need:	Cost
Designated from Unrestricted reserve to meet building costs related to the provision of a new kitchen, lighting and heating systems, redecoration of village hall interior & exterior	Short	New kitchen, infrared heating panels, LED lighting tubes. Cost of materials and labour for redecoration and any associated repairs, etc.	Kitchen now 25 years old. Need to improve catering facilities & efficiency of electrical systems. The total cost: Approx. £26k. NLAfA grant of £10k plus £6,000 from our Unrestricted reserve. Decorative order now poor. Redecoration: Approx cost: £6k From Unrestricted reserve.	High	Estimated cost: £26k. Actual Cost: £27,005.06 Including new kitchen floor and loft hatch & insulation. Completed. Estimated cost: £6,000. Actual cost: £? NOT YET COMPLETE

Type	Short/ Medium/ Long term	Item for expenditure:	Justification for using reserve	Level of need:	Cost
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£3,500 from Unrestricted reserve to cover cost of new village hall assets. Remainder held in reserve to cover funding shortfalls, if any.	Short	New tables/chairs. New external solar lighting.	Need to refresh village hall assets and provide adequate external lighting.	High	Estimated cost: £3,500 Actual cost: £? NOT YET COMPLETED
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Use of Restricted/Unrestricted Reserve details at 14th June 2021

Type	Short/ Medium/ Long term	Item for expenditure :	Justification for holding reserve	Level of need :	Cost
Restricted reserve of £31,799.55 to meet unforeseen future expenditures beyond the scope of current Unrestricted reserves.	Long	To help meet 'worst case' scenario costs in the event of a major problem with the 148-year-old village hall building.	To provide an immediate source of funding while making grant applications or Insurance claims for funding to cover the full cost.	High	Unknown

Type	Short/ Medium/ Long term	Item for expenditure :	Justification for holding reserve	Level of need :	Cost
£2,550.74 Unrestricted funds in HSBC Current Account. Income from	Ongoing	Used to meet daily running costs and expenses.	In line with CC guidelines that 3-6 months of running costs are held in unrestricted	High	Approx. £1,000 per quarter

future 2022 Lets and 2022 100 Club subs to be added.			reserve funds		
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