

BURWASH VILLAGE HALL

Trustees Report for the year ended 31st December 2020

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31st December 2020. The financial statements are prepared under the historical cost convention as modified by the inclusion of investments [if any] at market value and in accordance with the Financial Reporting Standard for Smaller Entities [effective January 2005]. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' [SORP 2005] and the Charities Acts 1993 and 2006.

Reference and administrative information:

Name & Address: Burwash Village Hall, High Street, Burwash, East Sussex TN19 7HA

Charity No: 305350

Trustees: Mrs S A Viney [Chairman]
Mr P Angove [Vice Chairman]
Mrs J A Ashdown
Mrs S Kork
Mrs L Maude-Roxby
Mrs A Rumens
Mrs M Taylor

Co-opted members: Mr T Appleby (co-opted)
Mrs L Chernajovsky (co-opted) but resigning due to house move in
2021
Mrs L Jamison (co-opted)

Structure, governance and management

Governing document: Deed of Trust dated 29th May 1961

Appointment of Trustees: Trustees to a maximum of eight are appointed by the Trustee body. Trustees are appointed for a period of five years and may be re-elected. On appointment Trustees are given copies of the Trust Deed and the latest report and accounts, policies and minutes. In addition, they receive a copy of the ACRE paper on Trustees Roles & Responsibilities.

Decision-making: All decisions are made by the Management Committee which consists of all the Trustees and up to three additional co-opted members. The Committee meets quarterly.

Risks: A risk analysis has been carried out and the major risks to which the hall is liable have been identified and controls put in place to mitigate these. These are reviewed from time to time. The controls include the requirement for two trustees to sign cheques and other instructions to the PCC's bankers. In addition, a draft financial statement and report is presented for review to each quarterly users' meeting. Unfortunately, the meetings have not been possible in the last 12 months due to the Covid-19 pandemic. Nonetheless, monthly financial updates have been circulated to the members of

the Hall Management Committee to keep them apprised of the financial situation for the replacement Windows' project and the Hall finances themselves.

Objectives and activities:

- Objectives:** The village hall was founded for the use of the inhabitants of the Parish of Burwash without distinction of sex or political, religious or other opinions and in particular for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants.
- Long-term aims:** To continue to maintain the premises in good repair with up-to-date facilities and to conform with all current legislation and regulations in order to retain its licences so that it is available for hire by the local community.
- Public benefit:** In carrying out its objectives of helping to maintain the facilities of the Village Hall for the use of the public with the object of improving the conditions of the life of the said inhabitants, the Charity achieves public benefit for both current and future inhabitants of Burwash.
- Grants:** We do not make cash grants, but on occasion we do waive the hire charges which we show as grants in the accounts. There were none in 2020.
- Achievement and Performance** There has continued to be major expenditure of £34,337 during 2020: the Hall is an old building and needs to be maintained. This has been possible because of our own fund-raising during recent years, donations from supporters of the Hall, and the successful grant applications made on our behalf by David Axford.
- Financial review:** Donations, lettings and interest decreased to £5,922 [2019 £27,609]. A further £914 [2019 £6,774] was raised through minor Fund Raising, down due to the Covid-19 pandemic and the consequent lack of opportunity. Ordinary running expenditure was £9,982 [2019 £11,305] giving a deficit of £3,146.
- Reserves:** It is desirable to manage minimum balances in the bank accounts to cover any maintenance and contingency in the next 12 months. Over the previous 2 years we had been increasing our reserves ready for the intended, necessary replacement of the Oriel windows which were successfully carried out in autumn 2020. It will obviously be very important to build these reserves again when the opportunity arises.
- Plans for the future:** We plan to replace the main front doors and the order has already been placed for these. An order has also been placed for the replacement UPVC window in the back store room. In the current coronavirus crisis climate, it is difficult to estimate the Hall's financial position with all activities being suspended, perhaps for an even longer extended time, but with outgoings remaining much the same. We shall do our very best to minimise the impact and plan for this uncertain future.

This report was agreed by the Trustees and signed on their behalf by Mrs S A Viney as
Chairman.

Proposed by:

Seconded by:

Signature: Shirley Viney

Date: 14th May 2021

BURWASH VILLAGE HALL

Charity Registration No. 305350

**Statement of Financial Activities
for the year ended 31st December 2020**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
	£s	£s	£s	£s	£s
<u>INCOMING RESOURCES</u>					
Voluntary income:					
Donations	1,785	14,155	40	531	1,147
Activities for generating funds:					
Lettings	4,111	13,429	13,858	12,287	12,290
Fund raising events (less direct expenses)	914	6,774	2,514	6,011	4,207
Investment income – Interest	26	25	1	1	6
Other incoming resources – Grants (Windows)	24,000	9,350	2,850	2,870	2,000
Other incoming resources – Grants (COVID)	13,500				
<i>TOTAL INCOMING RESOURCES</i>	<u>44,337</u>	<u>43,733</u>	<u>19,263</u>	<u>21,700</u>	<u>19,650</u>
<u>RESOURCES EXPENDED</u>					
Costs of generating income:					
Utilities [heating/electricity/water/phone]	3,453	3,220	3,705	3,509	3,626
Council Tax	48	478	440	250	214
Insurance	1,355	1,355	1,849	1,850	1,725
PRS & other Licences	0	0	0	0	0
Cleaning & Gardening	4,661	4,699	4,578	4,896	4,175
Governance costs:					
Stationery, Printing, Postage	21	20	203	222	115
Subscriptions and Tickets	144	0	0	144	0
Other resources expended:					
General Maintenance & Repairs	300	1,533	1,333	1,068	1,053
Major Repairs and Replacements	34,337	3,565	0	23,944	11,629
Donation	0	0	0	0	0
<i>TOTAL RESOURCES EXPENDED</i>	<u>44,319</u>	<u>14,870</u>	<u>12,108</u>	<u>35,883</u>	<u>22,537</u>
<i>Net incoming resources</i>	18	28,863	7,155	-14,183	-2,887
<i>Net movement in funds</i>	18	28,863	7,155	-14,183	-2,887
Total funds brought forward	39,574	10,711	3,556	17,739	20,626
<i>Total funds carried forward</i>	<u>39,591</u>	<u>39,574</u>	<u>10,711</u>	<u>3,556</u>	<u>17,739</u>

BURWASH VILLAGE HALL

BALANCE SHEET as at 31st December 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
	£s	£s	£s	£s	£s
<u>Current Assets</u>					
Cash at bank - Current account	37,230	12,153	9,794	3,204	8,736
Reserve account	2,085	27,058	1,036	1,035	9,035
Petty Cash	276	363	25	67	25
Current Assets	39,591	39,574	10,855	4,306	17,796
Creditors	0	0	-144	-500	-78
Deferred income	0	0	0	-250	0
Net current assets	39,591	39,574	10,711	3,556	17,718
<u>Net Assets</u>	<u>39,591</u>	<u>39,574</u>	<u>10,711</u>	<u>3,556</u>	<u>17,718</u>

The Financial Statement has been prepared in accordance with the Charities Act 2011, using the Receipts and Payments accounting convention.

No payments were made to Trustees or connected persons other than reimbursement of expenditure incurred on behalf of the Management Committee in relation to fund raising expenses and minor repairs at the Hall.

Proposed: Lynda Maude-Roxby

Seconded: Jane Lloyd

Chairman: Shirley Viney

Secretary: Jackie Ashdown

Date : 14th May 2021



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Burwash Village Hall

On accounts for the year ended

31.12.2020

Charity no (if any)

305350

Set out on pages

1-2

(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 **DD / MM / YYYY**.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

[Signature box]

Date:

27.08.2021

Name:

Keith Mitchell

Relevant professional

ACMA

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details as instructed in the text to its left.