

## **BURWASH VILLAGE HALL**

### **Trustees Report for the year ended 31st December 2021**

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31st December 2021. 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 [dec'd 5th October 2021]  
Mrs C Connor  
Mrs S Kork  
Mrs L Maude-Roxby  
Mrs A Rumens  
Mrs M Taylor

Co-opted members: Mr T Appleby (co-opted)  
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 2021.

**Achievement and Performance**

There has continued to be major expenditure of £35,639 during 2021: the Hall is an old building and needs to be maintained. All of our windows and exterior doors have been replaced, including our magnificent specialist-made Oriel windows. This has been possible because of our own fund-raising during recent years, generous donations from supporters of the Hall, and the very successful grant applications made on our behalf by David Axford.

**Financial review:**

Donations, lettings and interest increased to £12,089 [2020 £5,922]. A further £1,191 [2020 £914] was raised through minor Fund Raising, slightly up on last year but down again on normal levels due to the Covid-19 pandemic and the consequent lack of opportunity. Grants of £23,407 [2020 £37,500] were received during the year from various sources, including for Covid support, meaning that total income for the year was £36,687 [2020 £44,337]. Ordinary running expenditure increased to £10,784 [2020 £9,982] which, when combined with the major expenditure referred to above, meant that the charity ran at a deficit of £9,736 for the year. This was funded from reserves, which still totalled £29,855 at the end of the year [2020 £39,592].

**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 3 years we had been increasing our reserves ready for the intended, necessary replacement of the Oriel windows and replacement external doors and windows. All of these intended works have now been successfully completed. Although our bank accounts look very healthy due to the Covid grants we have received, heating costs are dramatically rising and we need to investigate insulation and solar-powered electricity for the future.

**Plans for the future:**

We are investigating increased insulation and the installation of solar-powered electricity. It is still difficult to estimate the Hall's financial position with unknown increased energy costs and with reduced lettings' income. 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: Peter Angove

Seconded by: Jean Plummer

Signature: Shirley Viney

Date: 17th March 2022

**BURWASH VILLAGE HALL**

Charity Registration No. 305350

**Statement of Financial Activities  
for the year ended 31<sup>st</sup> December 2021**

|   | <b><u>2021</u></b>   | <b><u>2020</u></b>   | <b><u>2019</u></b>   | <b><u>2018</u></b>   | <b><u>2017</u></b>   |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | <b>£s</b>            | <b>£s</b>            | <b>£s</b>            | <b>£s</b>            | <b>£s</b>            |
| <b><u>INCOMING RESOURCES</u></b>            |                      |                      |                      |                      |                      |
| Voluntary income:                           |                      |                      |                      |                      |                      |
| Donations                                   | 7,459                | 1,785                | 14,155               | 40                   | 531                  |
| Activities for generating funds:            |                      |                      |                      |                      |                      |
| Lettings                                    | 4,629                | 4,111                | 13,429               | 13,858               | 12,287               |
| Fund raising events (less direct expenses)  | 1,191                | 914                  | 6,774                | 2,514                | 6,011                |
| Investment income – Interest                | 1                    | 26                   | 25                   | 1                    | 1                    |
| Other incoming resources – Grants (Windows) | 6,500                | 24,000               | 9,350                | 2,850                | 2,870                |
| Other incoming resources – Grants (COVID)   | 16,907               | 13,500               |                      |                      |                      |
| <b><i>TOTAL INCOMING RESOURCES</i></b>      | <b><u>36,687</u></b> | <b><u>44,337</u></b> | <b><u>43,733</u></b> | <b><u>19,263</u></b> | <b><u>21,700</u></b> |
| <b><u>RESOURCES EXPENDED</u></b>            |                      |                      |                      |                      |                      |
| Costs of generating income:                 |                      |                      |                      |                      |                      |
| Utilities [heating/electricity/water/phone] | 3,859                | 3,453                | 3,220                | 3,705                | 3,509                |
| Council Tax                                 | 0                    | 48                   | 478                  | 440                  | 250                  |
| Insurance                                   | 1,359                | 1,355                | 1,355                | 1,849                | 1,850                |
| PRS & other Licences                        | 0                    | 0                    | 0                    | 0                    | 0                    |
| Cleaning & Gardening                        | 4,210                | 4,661                | 4,699                | 4,578                | 4,896                |
| Governance costs:                           |                      |                      |                      |                      |                      |
| Stationery, Printing, Postage               | 8                    | 21                   | 20                   | 203                  | 222                  |
| Subscriptions and Tickets                   | 144                  | 144                  | 0                    | 0                    | 144                  |
| Other resources expended:                   |                      |                      |                      |                      |                      |
| General Maintenance & Repairs               | 1,204                | 300                  | 1,533                | 1,333                | 1,068                |
| Major Repairs and Replacements              | 35,639               | 34,337               | 3,565                | 0                    | 23,944               |
| Donation                                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| <b><i>TOTAL RESOURCES EXPENDED</i></b>      | <b><u>46,423</u></b> | <b><u>44,319</u></b> | <b><u>14,870</u></b> | <b><u>12,108</u></b> | <b><u>35,883</u></b> |
| <i>Net incoming resources</i>               | -9,736               | 18                   | 28,863               | 7,155                | -14,183              |
| <i>Net movement in funds</i>                | -9,736               | 18                   | 28,863               | 7,155                | -14,183              |
| Total funds brought forward                 | 39,591               | 39,574               | 10,711               | 3,556                | 17,739               |
| <b><i>Total funds carried forward</i></b>   | <b><u>29,855</u></b> | <b><u>39,592</u></b> | <b><u>39,574</u></b> | <b><u>10,711</u></b> | <b><u>3,556</u></b>  |

**BURWASH VILLAGE HALL**

**BALANCE SHEET as at 31<sup>st</sup> December 2021**

|                                | <b><u>2021</u></b>   | <b><u>2020</u></b>   | <b><u>2019</u></b>   | <b><u>2018</u></b>   | <b><u>2017</u></b>  |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
|                                | <b>£s</b>            | <b>£s</b>            | <b>£s</b>            | <b>£s</b>            | <b>£s</b>           |
| <b><u>Current Assets</u></b>   |                      |                      |                      |                      |                     |
| Cash at bank - Current account | 9,748                | 37,230               | 12,153               | 9,794                | 3,204               |
| Reserve account                | 20,085               | 2,085                | 27,058               | 1,036                | 1,035               |
| Petty Cash                     | 22                   | 276                  | 363                  | 25                   | 67                  |
| Current Assets                 | <b>29,855</b>        | <b>39,591</b>        | <b>39,574</b>        | <b>10,855</b>        | <b>4,306</b>        |
| Creditors                      | 0                    | 0                    | 0                    | -144                 | -500                |
| Deferred income                | 0                    | 0                    | 0                    | 0                    | -250                |
| Net current assets             | <b>29,855</b>        | <b>39,591</b>        | <b>39,574</b>        | <b>10,711</b>        | <b>3,556</b>        |
| <b><u>Net Assets</u></b>       | <b><u>29,855</u></b> | <b><u>39,591</u></b> | <b><u>39,574</u></b> | <b><u>10,711</u></b> | <b><u>3,556</u></b> |

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: Jane Lloyd

Seconded: Mary Taylor

Chairman: Shirley Viney

Vice Chairman Peter Angove

Date : 18-Mar-22



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Burwash Village Hall

**On accounts for the year  
ended**

31.12.2021

**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 31/12/2021.

**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").

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.

**Independent  
examiner's statement**

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:**

**Date:**

20.3.2022

**Name:**

Keith Mitchell

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

ACMA

**Address:**

20a Windmill Street

Tunbridge Wells

TN2 4UU

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

[Empty box for disclosure details]