



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2021 to 30th September 2022

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is Cricklade Town Hall and is registered with the Charity Commission, registered number 305499.

The Charity's principal and postal address is Cricklade Town Hall, High Street, Cricklade, SWINDON SN6 6AE.

The Charity is constituted as a trust and governed by a Trust Deed dated 11th July 1933 as amended by Appointment of Trustees deeds dated 10th April 1986, 8th May 1989, 19th September 2005, and 30th October 2017. Under the terms of the Trust, as amended, the custodian or holding trustees are the Vicar of St. Sampson's, Cricklade (ex-officio), Julie Norman, Paul Marley, Jim Muir, and Russell Osman. There were no changes during the period of this report.

The property of the Trust comprises two separate buildings: The Town Hall and The Old Weighbridge. Both are registered with the Land Registry, title numbers WT437920 and WT437935 respectively. The registered proprietors for both are Julie Norman, Paul Marley, Jim Muir, and Russell Osman. Part of the property registered to the Town Hall is leased to Wiltshire Council for the purposes of a Car Park. This is registered with the Land Registry under registered title WT253105.

Under the terms of the Trust the property is managed by a management committee (the Town Hall Committee) which, over the reporting period, comprised of the following charity trustee members:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019 and reappointed at the AGM on 29/10/2019
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 03/11/2020
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 02/11/2021
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 29/10/2019
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 02/11/2021
John Robinson	Trustee	First appointed on 07/02/2013 and reappointed at the AGM on 29/10/2019
David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (not sure when first appointed as a Trustee) and reappointed at the AGM on 03/11/2020
Amy Thomson	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020

Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 29/10/2019
Beverly Williams	Trustee	First appointed on 20/07/2021 and reappointed at the AGM on 02/11/2021

Margaret Hunt did not seek re-election at the 2021 AGM and the Trustees would like to formally record their thanks to Margaret for having given more than 12 years of service to the Town Hall. The photo on the right shows Margaret receiving a seasonal planted container in appreciation of her support to the Town Hall as a member of the Management Committee.

According to the Trust there are 12 Committee members, with four being appointed each year for 3 years at a time. Appointments are made by election at the AGM. Casual vacancies are filled during the year, inheriting the re-election date of the previous appointee. Others may be co-opted by the Town Hall Committee at their discretion.

The Town Hall currently employ two people: a Committee & Bookings Secretary, Nicola Fry, who has been in post since 01/11/2014; and a Caretaker, Debbie Tanner, who has been in post since 01/06/2008.



The Town Hall is a member of Community First, and the Wiltshire Village Halls Association, who provide appropriate support as and when needed. It is also registered with the Information Commissioner’s Office.

During the last year, the Town Hall Committee has updated policies and related procedures dealing with the Covid-19 pandemic as and when updates from Community First were received. Policies and procedures are a standing item on the agenda at each meeting, as are any health & safety issues that arise between meetings. Copies of the Health & Safety Manual are kept in each kitchen and a copy is given to each hirer of the premises as part of the bookings process. The Fire Risk Assessment is updated annually, and the Town Hall continues to undertake regular checks on key services. This includes an annual gas safety check, an annual fire safety check and annual electrical PAT tests. The Town Hall also arranges a comprehensive five-year electrical installation condition report, which was last completed satisfactorily on 25th July 2022 for the Town Hall and on 27th July 2022 for the Old Weighbridge. The Town Hall Committee takes out appropriate insurance to cover its assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed are *“to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade”*.

The Town Hall Committee continue to pay due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The primary activity remains however making available the Town Hall to interested hirers, for use consistent with our stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annexe. These can be hired separately or together. Both are self-contained with their own kitchen and toilets. The Main Hall has a large, raised stage, ideal for concerts, etc. In addition, there is a separate Committee Room that can also be independently hired.

The Town Hall adopted a new and simpler charging structure effective from 1st January 2022, which charges for the use of its facilities on an hourly basis rather than the previous concept of "sessions". We offer a 20% discount to our standard rates where the hire falls into any one of the following categories:

- **Community Use:** Any hire from a local not for profit organisation (i.e., unincorporated clubs, charities, community benefit societies, etc). This would not include regional organisations that have no active Cricklade branch like Age Concern, RSPCA, etc.
- **Commercial Use:** Any hire by a business or trade where the owner provides a service to Cricklade residents e.g., baby classes, dog or puppy training, dancing classes, Yoga or Pilates classes and similar hires.
- **Private Use:** Any private hiring from an individual who is resident in the Parish of Cricklade if it is not for a Function (functions are defined as events for 50 or more people or where alcohol is generally available). The discount does therefore typically apply to pre-teen children's parties.

Hirers who sell alcohol also pay an additional fee for the use of our Premises Licence, although this is less than the fee payable for a Temporary Event Notice and clearly saves the hirer the time and trouble of making the necessary application.

Bookings

2021-2022 continued to be impacted by the Covid-19 global pandemic albeit to a lesser extent than in the previous two years:

- From 10 December 2021 the mask mandate was extended to cinemas, theatres, and similar indoor venues.
- From 13 December 2021 employees were being advised to work from home if possible.
- On 27 January 2022 Plan B measures were lifted in England, bringing an end to the mask mandate.

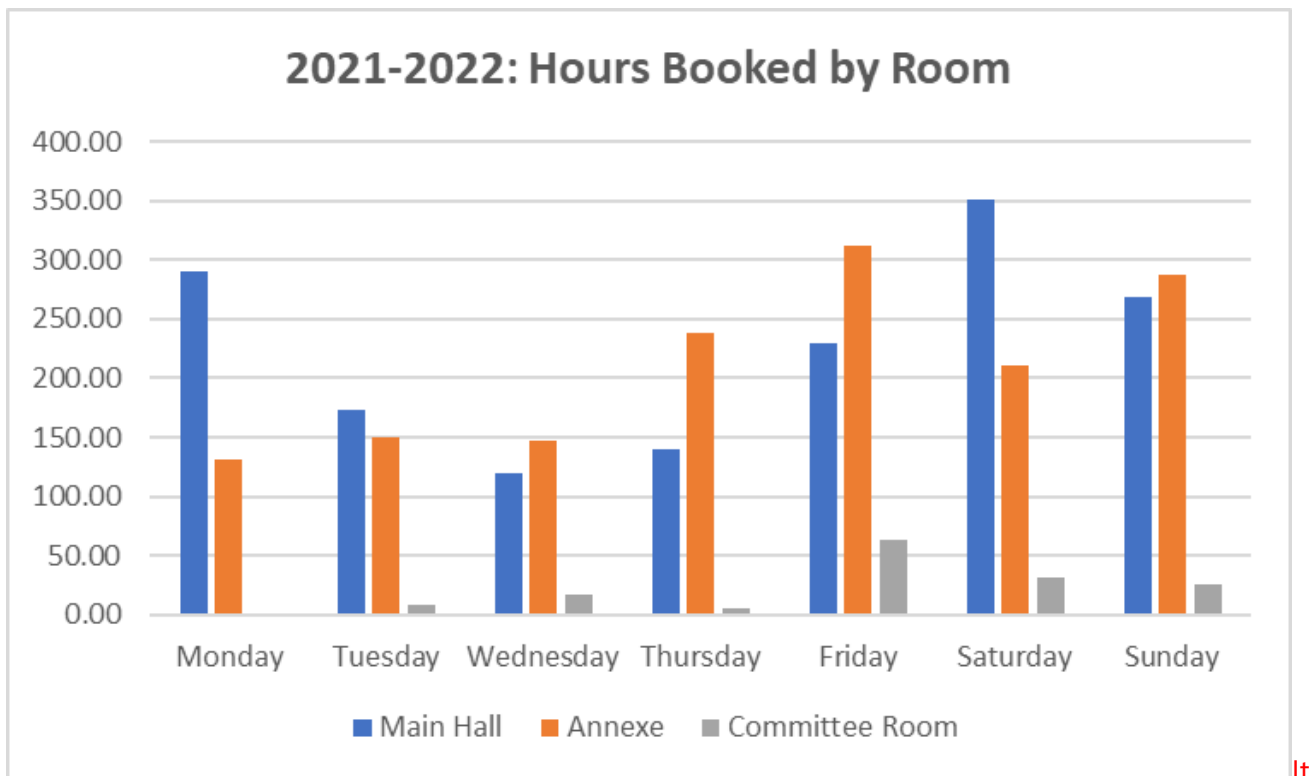
Whilst there is little doubt that the continuing pandemic influenced our bookings, the Town Hall remained open throughout the year and bookings were surprisingly strong post-pandemic.

Bookings, at 805 in 2021-2022, were back to the levels we last saw in 2018-2019 (790). However, with the change in the way we charge for the use of the premises it is no longer appropriate to look at "sessions". Our focus is now on the hours that our facilities are in use.

Both the Main Hall and the Annexe are extensively booked, with little use being made of the Committee Room. In 2021-2022 the number of hours booked by room was as follows:

Main Hall	1,571.50
Annexe	1,475.25
Committee Room	149.50

This can be broken down into the days of the week and the following diagram illustrates the relative popularity of different days.



Occupancy is difficult to measure for a facility such as ours. However, if we look at the days on which our facilities are used as a proportion of the days in a year then our occupancy rates are:

Days on which one of our rooms is hired	94%
Main Hall	84%
Annexe	79%
Committee Room	6%

On average, across the entire premises, we had 2.3 hirers per occupied day throughout the hiring period.

Nature of Bookings

Bookings from 22 different local businesses and/or organisations who represent 5 or more bookings in the last 12 months, continues to demonstrate the wide range of local activities that we support. It should be noted that these regular hirers now represent 65% of the total amount invoiced, down from 82% in the previous year. This reflects the significant increase in bookings from occasional hirers following the pandemic.

Our current hirers, in order of financial importance to us during 2021-2022, are as follows:

2021-2022 Bookings & Invoiced Amount by Hirer		
Slimming World	104	£4,084.00
The Cricklade Band	80	£2,331.20
Ballroom Dancing	47	£1,986.19
Cricklade Art Group	18	£1,612.86
Puppy Training	34	£1,535.45
Stay & Play 2	37	£1,422.00

Friday Night Dance	21	£1,324.32
Hartbeeps	49	£1,220.20
Blood Donors	6	£1,119.99
Kathryn Hopes	39	£1,108.60
Sally Curtis Art	49	£990.00
Line Dancing	43	£876.50
Yoga	38	£760.00
Diddi Dance	30	£600.00
Cricklade Cinema!	11	£445.00
Sing and Sign	22	£440.00
Cricklade Historical Society	7	£361.75
Cricklade WI	12	£328.95
Sarah Summers	16	£320.00
Cricklade Camera Club	10	£277.35
Gardening Club	9	£256.00
Cotswold Pheasant & Poultry Club	5	£166.95
Grand Totals	687	£23,567.31

Please note that the amounts shown above are the amounts on the invoices issued and may be different to the actual receipts due to timing differences.

Summary

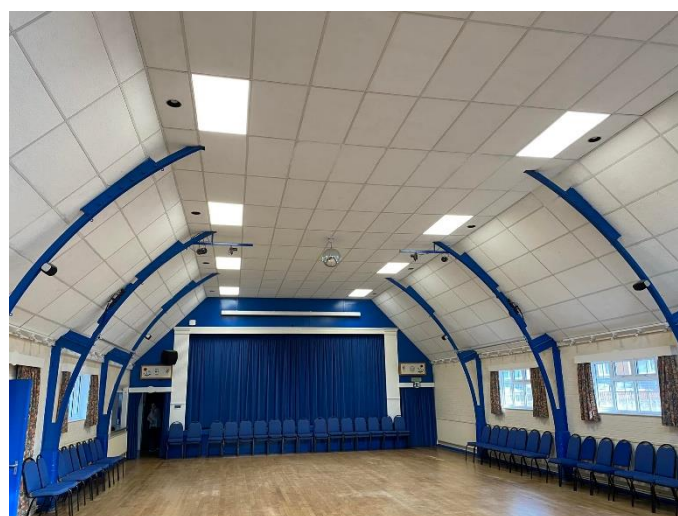
The Town Hall meets its charitable objects daily by continuing to make facilities available to the public throughout the year and the analysis shows a significant demand for such facilities. Our hiring policy is to make the facilities available on a non-sectarian and non-political basis. Priority is given, where appropriate, to hirers with a local connection.

Section C – Achievements and Performance

Planned Project Activities

Each year the charity aims to make an investment in its facilities and sets aside a budget for this purpose. In recent years the project budget has been set at £5,000 and the Charity actively seeks grants to further increase this to enhance the facilities on offer.

2021-2022 has been a quiet year in terms of planned projects, with only the one major undertaking: The 12 existing fluorescent lights in the Main Hall have been replaced with new LED panels. Not only are they brighter (sunglasses now advised 😄) but they use 60% less power! In addition we won't have to buy any more tubes or starters, so savings all round!



Maintenance

The facilities that we provide to our hirers continually suffer from the “wear and tear” associated with high usage and in some cases the unfortunate tendencies for people not to treat the facilities and/or the contents with the same respect that they might at home. There is therefore a continuous need to repair, refurbish and improve upon and this is at the heart of what we do.

Fortunately, we did not have too many issues during 2021-2022. They included the following:

1. In October 2021 the Main Hall surround sound system was Bluetooth enabled so that it can be run from a mobile phone. We also have Wi-Fi microphones available for use by our Main Hall hirers. Full instructions on how to use the sound system are in the Main Hall and the Kitchen.
2. In December 2021 we replaced our Christmas frillary lights on the Southern apex of the building – the previous one had been there several years and had failed.

3. Also In December, we discovered some damage to the new wall in the Main Hall Men’s toilet where the door had been opened with such force that it had driven the doorstop and handle through the plasterboard! Fortunately we had a piece of laminate left over from the refurbishment work, which we were able to put to good use to cover the damage and reinforce the wall, hopefully preventing a similar incident in the future.



4. Repairs, once again, to the water boiler in the Annexe.
5. Erection of no parking signs on the gates by the Old Weighbridge.

Administrative Matters

In terms of the Management Committee, Paul Hewer, Tim Norman, and Beverley Williams were elected/re-elected to the Committee at the last AGM. During the year the new Vicar for the Parish also took up the position as ex-officio Trustee of the Town Hall. The Trustees of the Charity are satisfied that this is enough to ensure that our charitable and legal obligations continue to be met. We currently have one vacancy on the Management Committee although this is likely to increase to two as one of the existing Trustees, John Robinson, has indicated that they will not be offering themselves for re-election at this year’s AGM.

At the time of writing signed leases are waiting to be executed between the Town Hall Trustees and Cricklade Town Council relating to the land at the side of the Town Hall, which forms part of the Car Park managed by Cricklade Town Council.

As promulgated in our last Trustees report we undertook a review of our terms and conditions this year and have amended them to reflect current guidance from Action with Communities in Rural England (ACRE), as disseminated by Community First. They now include a comprehensive section on the use of our Wi-Fi. We took the opportunity to pull together in the one document our general terms and conditions, guidance on

public health (particularly in the light of Covid-19) and the requirements of the licensing authority under our Premises Licence.

Unfortunately no progress has been made with reviewing our policies and procedures.

An area that has taken up a great deal of time has been dealing with utility costs. We reviewed our gas contract with CNG in early October 2021. Unfortunately CNG ceased trading on 3rd November 2021 and our gas contract was taken over by Pozitive Energy Ltd. We undertook a quick review of the market, and our contract was moved to EDF Energy effective from 3rd December 2021 for a period of three years. All this was at a time when energy prices were increasing rapidly and so our utility costs have increased significantly from previous years because we were charged higher rates both on an out of contract basis and under the new contract. We also reviewed our electricity contracts (for both the Town Hall and the Old Weighbridge) and these were also placed with EDF Energy, but for a period of two years. These contracts end on 3rd June 2023. Given our current understanding of the market we anticipate much higher utility costs when our new contracts come to an end. This may necessitate our having to review hiring rates at that time.

Section D – Financial Review

Financial Performance

The Town Hall made an operating surplus last year of £17,405 against a budgeted loss of £269. This is the sixth year in succession that the Town Hall has delivered an operating surplus and is the best result over the last five years.

The primary reason for the strong performance is the record hiring income of £33,956 set against a budget of £23,000. The low budget reflected our concerns last year of an expected slow recovery from the effects of the Covid-19 pandemic. In practice, hirings have recovered strongly and our income reflects both this, and to a lesser extent, the pricing decisions taken to impose a £20 minimum hire charge and increased charges for commercial ventures and private hires for weddings and parties.

We did not spend the £5,000 budget set aside for project work and the Town Hall benefitted from a further Covid-19 Restart Grant of £2,667 in early 2022.

Reserves Policy

The charity has continued with its existing policy on reserves, which is to:

1. Hold restricted reserves in respect of:
 - a) any creditors we owe monies to.
 - b) security and key deposits paid by the Old Weighbridge tenant and regular hirers.
 - c) any monies paid to us in respect of bookings for the following financial year (i.e., unearned income).
2. Hold designated reserves in respect of:
 - a) a reserve to generate an investment income designed to ensure that our hiring fees remain competitive.
 - b) monies needed to fund the electrical installation testing that takes place every five years.
 - c) an asset replacement programme which aims to set aside sufficient funds to purchase new tables and chairs at the end of their expected life.

Restricted reserves have increased by less than £100 during the year.

Designated reserves increased by over £4,000 during the year largely due to the expected increased cost of carrying out the 5-year electrical inspection reports but, more significantly, following a review of the likely amounts needed for our asset replacement programme.

The remaining funds after setting aside the restricted and designated reserves is the Charity's working capital and this significantly increased, starting the year at £43,941 and ending the year at £57,241.

Investment Review

Our investment policy remains to invest in low risk deposits. All our investments with Cambridge & Counties Bank, United Trust Bank, Lloyds Bank 32-day notice account, instant access account and current account are covered by the Financial Services Compensation Scheme.

Notwithstanding our investment policy, the Trustees agreed to make a £50 investment in a local community benefit society, Cricklade Development Foundation Limited.

Hiring Charges

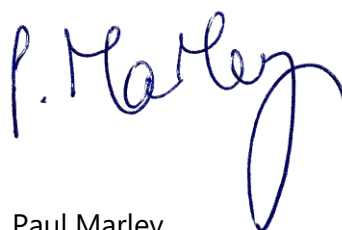
As previously stated in Section B, our hiring charges were amended with effect from 1st January 2022. The overall aim of the review was to change to a simpler and fairer system whereby hirers were charged for the hours that were booked rather than the previous basis of "session fees". In most cases, for existing regular hirers the new charges were broadly the same as under the previous charging approach. The aim was NOT to increase charges for existing regular hirers although the imposition of a £20 minimum hiring charge was a significant percentage increase for a few. Charges are higher however for private parties and bookings from commercial organisations. In practice the change in our charging approach has not resulted in any significant negative feedback.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' report for the financial year 2021-2022.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 18th October 2022

18th October 2022



CRICKLADE TOWN HALL - ACCOUNTS

Accounts period: **01/10/2021** to **30/09/2022**

2022

Revenue Account

INCOME:	Receipts	Budget		EXPENDITURE:	Payments	Budget
Hiring Charges	£ 33,956.43	£ 23,000		Caretaker	£ 9,333.00	£ 9,333
Use of alcohol licence	£ 240.00	£ -		Bookings Secretary	£ 6,411.40	£ 6,208
	£ 34,196.43	£ 23,000		Inland Revenue	£ 281.60	£ 386
					£ 16,026.00	£ 15,927
Weighbridge Rent	£ 4,800.00	£ 4,800		Gas	£ 2,128.02	£ 1,900
Car Park Rent	£ 82.17	£ 725		Electricity	£ 1,356.40	£ 1,750
Storage Fees	£ 655.00	£ 650		Water	£ 531.01	£ 425
SEB Wayleave payment	£ 2.00	£ 2		Broadband	£ 250.15	£ 300
Table/Chair Hire	£ 20.00	£ -		Waste Collection	£ 279.07	£ 500
	£ 5,559.17	£ 6,177			£ 4,544.65	£ 4,875
Interest	£ 627.56	£ 1,200		Maintenance/Repairs	£ 2,098.00	£ 400
	£ 627.56	£ 1,200		Maintenance Materials	£ 1,346.02	£ 2,000
Donations	£ 390.00	£ -		Cleaning Requisites	£ 324.60	£ 500
Crockery Hire	£ 20.00	£ -		Hanging Baskets	£ 100.00	£ 100
	£ 410.00	£ -			£ 3,868.62	£ 3,000
Weighbridge Insurance	£ -	£ 100		Administration	£ 261.80	£ 200
Cinema Club Insurance	£ 38.20	£ 35		Performing Rights Society	£ 348.84	£ 349
	£ 38.20	£ 135		Premises Licence	£ 180.00	£ 180
Deposits	£ 2,500.00			Legal Expenses	£ -	£ -
Other Income / Refunds	£ 104.94			Insurance	£ 1,267.60	£ 1,250
Grants	£ 2,667.00				£ 2,058.24	£ 1,979
				Returned Deposits	£ 2,200.00	
				Projects	£ -	£ 5,000
					£ -	
					£ -	
					£ -	
					£ -	£ 5,000
Total Income	£ 46,103.30	£ 30,512			£ 28,697.51	£ 30,781
Excess of Income over Expenditure	£ 17,405.79	-£ 269				



CRICKLADE TOWN HALL - ACCOUNTS

Balance Sheet b/f		£ 135,281.54	at	01/10/2021	Balance Sheet c/f		£ 152,803.33	at	30/09/2022	2022
Investments:					Investments:					
Bank Current A/c	£	20,914.20			Bank Current A/c	£	17,758.43			
Lloyds Deposit A/c	£	15,023.34			Lloyds Deposit A/c	£	35,027.69		instant access	
Lloyds 32 day Notice a/c	£	30,541.27			Lloyds 32 day Notice a/c	£	30,569.89		32 day notice account	
Cambridge & Counties Savings A/c	£	44,163.28			Cambridge & Counties Savings A/c	£	44,560.75		not accessible until 1/6/23 @0.90%	
United Trust Savings A/c	£	24,639.45			United Trust Savings A/c	£	24,836.57		1 year notice period	
					Cricklade Development Foundation	£	50.00		not accessible until at least 11/10/2023	
Reserves					Reserves					
Restricted Reserves:	Creditors that we owe money to		£	700.00	Restricted Reserves:	Creditors that we owe money to		£	-	
	Security & Key Deposits		£	1,820.00		Security & Key Deposits		£	2,120.00	
	Unearned Income		£	2,517.04		Unearned Income		£	2,988.16	
				£ 5,037.04					£ 5,108.16	
Designated Reserves:	Income producing deposits		£	68,802.73	Designated Reserves:	Income producing deposits		£	69,397.32	
	5 Year H&S Checks		£	1,250.00		5 Year H&S Checks		£	1,805.73	
	Asset Replacement		£	16,250.00		Asset Replacement		£	19,250.46	
				£ 86,302.73					£ 90,453.51	
General Reserves:	Working Capital		£	43,941.77	General Reserves:	Working Capital		£	57,241.66	
				£ 43,941.77					£ 57,241.66	
Total				£ 135,281.54	Total				£ 152,803.33	

In addition Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value is however stated for information purposes:

Cricklade Town Hall, High Street, Cricklade SN6 6AE	£	1,084,326	Cricklade Town Hall, High Street, Cricklade SN6 6AE	£	1,160,230
The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£	72,675	The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£	77,762
	£	1,157,001		£	1,237,992

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017 at £350,000 and £120,000 respectively.

Examined by H Foxton on 11th October 2022

Hayden Foxton

These Accounts were approved by the Town Hall Management Committee at their meeting on 18th October 2022.
Presented at the AGM on 1st November 2022



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE TOWN HALL

On accounts for the year
ended

30th SEPTEMBER 2022	Charity no (if any)	305499
---------------------	------------------------	--------

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

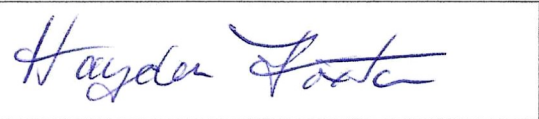
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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.

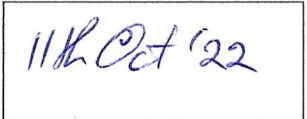
Independent
examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
2. to which, in my opinion, 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: 

Name: HAYDEN FOXTON

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

Address:

3 PLEYDELLS
CRICKLADE
WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

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

