

Pitton Village Hall - Trustees report for the year 2021

Chairman's report

"My report for 2021 will, as for 2020, be fairly brief for reasons which don't need repeating as the Covid 19 pandemic continued to affect both our individual and community lives. However, despite the restrictions imposed to a greater or lesser extent on the day-to-day operations of the Village Hall, a fair number of activities took place and certainly some of the much-loved events were able to go ahead. Furthermore, some of those organisations, that had ceased hiring the Hall, returned whilst the Pre-school managed to continue throughout the year almost without a break albeit with the necessary tight controls.

The management of the Hall by Trustees was maintained almost normally following the delayed AGM in March 2021 held via Zoom. The four scheduled meetings were all held in the Village Hall, and Trustees have enthusiastically addressed the business in hand. The Hall Manager, Chris Emden, is, again, worthy of special mention in ensuring the strict measures laid down by the government to prevent any spread of the virus were met and the Hall was always ready, particularly when one occupant was quickly followed by another. We are extremely well served by Chris in this respect in addition to carrying out his regular duties.

The elected officers on the Committee have provided a first-class service in discharging their respective roles thus enabling the issues arising from time to time to be dealt with in a professional manner. The finances are particularly robust as Brian Cudby will report and, with proposals for improving the Hall beginning to take shape, after an enforced delay, this will be very important in looking ahead.

Meanwhile, Jill Gore will have completed two terms of three years as Bookings Secretary at this Annual General Meeting for which my personal, and, no doubt, all Trustees, thanks are well deserved. She is planning to stand down this year and someone to carry on this very valuable work is being sought.

Lorna Taylor, as Secretary, completes her first three-year term this year and has indicated a willingness to continue in this extremely important position. Again, my thanks go to her for keeping the paperwork and Dropbox in good order.

I mentioned briefly above the proposed improvements to the Village Hall and it is with great optimism and enthusiasm that Trustees are now looking at injecting some real momentum into translating the aspirations of many residents of Pitton into reality. It has been well over three years since, what has been, an extensive consultation with a whole range of interested parties began to consider how the Hall could be improved to give villagers more opportunity to make use of its facilities. It is hoped to develop proposals over the course of the next few months before, again, engaging residents in the presentation of plans, identifying grant and other funding opportunities and establishing a realistic time frame of tasks. Meanwhile, some minor areas of expenditure have taken place to address shortcomings raised by the various groups that use the Hall which it is hoped will benefit those hiring the premises in future.

I concluded my report last year by hoping, very much, to see a return to some form of “normality” during 2021. Those same sentiments apply once more to the year ahead and I’m sure we all look forward to many, if not all, of the events, for which Pitton has become well known in the past, taking place unimpeded in 2022. “

Treasurer’s Report and approval of the annual accounts – The statement of Financial Activities and Balance Sheet and Brian’s Treasurer’s report for the year to 31 December 2021 had been made available and had been approved by the Independent Examiner. Brian’s complete report follows:

Treasurer’s report

“The Village Hall is registered with the Charity Commission (no. 305560) and is constituted by Deed of Covenant. The Charity is administered by a Management Committee comprising: Chairman, Mr Tim Hawkes; Secretary, Ms Lorna Taylor; Treasurer, Mr Brian Cudby; Bookings Secretary, Mrs Jill Gore and Elected Member, Mrs D McIsaac; plus Representative members from a range of Village organisations and groups.

The object of the Charity is to provide and maintain the hall and playing field for the communal benefit of the inhabitants of Pitton and its surrounds. The Management Committee aims to fulfil this objective by providing facilities for use by voluntary organisations serving the community as well as hiring out the hall to non-village people and organisations for meetings, parties or other social functions. The Charity contracts a part-time Hall Manager and it depends on the continuing help of local volunteers to raise funds.

While the pre-school operated continuously throughout the year other bookings only started to come through from the middle of April. Hall hire income was £8,590 (£6,231 in 2020). The pre-school continued to be the biggest hirer.

There was an exceptional item of income of £18,532 (£10,000 in 2020) being a COVID-19 grant and we received donations of £496.

The Carnival was, again, cancelled - but we ran an on-line Auction of Promises and a Picnic on the village hall field which raised £1,694. The PVH 100 Club raised £3,592 (£3,757 from the Lottery and the PVH 100 Club in 2020). There was also a fundraising event which raised £473.

This brought the total income for the year to £35,964 (£22,822 in 2020)

Expenditure for the year amounted to £19,432 (£11,293 in 2020). This includes capitalised costs for a gazebo, stage maintenance, hedge works and a new warming oven - which totalled £8,864.

Overall, we achieved a surplus of £16,532 (£11,529 in 2020). However, if we exclude the exceptional items (£18,532 grant and £8,864 capital items) that leaves us with an underlying surplus of £6,863.

There is £40,205 in the general reserve account (£21,598 in 2020).

We have set the budget for 2022 to achieve an increase in hall hire income of £2,700 over 2021, which is back to the pre COVID level of over £12,000."

Pitton Village Hall

Financial Activities Comparison

January - December 2021

	TOTAL	
	JAN - DEC 2021	JAN - DEC 2020 (PY)
Income		
100 Hall hire	0.00	0.00
Hall hire	8,590.25	6,230.90
Heating Tokens	1,152.00	892.50
Pittonque	0.00	110.00
Tennis Court	0.00	95.00
Total 100 Hall hire	9,742.25	7,328.40
200 Fundraising	0.00	0.00
Carnival profit	1,694.10	363.66
Film Night	0.00	385.50
Fundraising event	473.00	0.00
Lottery	0.00	1,757.27
PVH100 Club	3,592.00	2,000.00
Total 200 Fundraising	5,759.10	4,506.43
300 Other income	0.00	0.00
Council grant	18,532.00	10,000.00
Donation	496.00	855.00
Marquee Hire	1,435.00	0.00
Sundry Income	0.00	132.00
Total 300 Other income	20,463.00	10,987.00
Total Income	£35,964.35	£22,821.83
TOTAL	£35,964.35	£22,821.83
Expenditures		
500 Utilities	0.00	0.00
Calor Gas	0.00	54.00
Electricity	1,321.66	1,174.67
Heating oil	599.03	657.56
Telephone/Broadband	242.95	522.71
Water rates	376.70	299.55
Total 500 Utilities	2,540.34	2,708.49
600 Cleaning and maintenance	0.00	0.00
Boiler service	204.00	0.00
Cleaning	2,860.00	2,145.00
Cleaning materials	540.29	269.28
Domestic waste disposal	51.36	-26.35
Electrical work	327.45	0.00
Fire ext serv	66.00	120.00
Hall manager fees	1,200.00	900.00
Repairs	376.09	1,175.40
Small equipment	0.00	159.66
Total 600 Cleaning and maintenance	5,625.19	4,742.99

Pitton Village Hall

Financial Activities Comparison

January - December 2021

	TOTAL	
	JAN - DEC 2021	JAN - DEC 2020 (PY)
700 Field and garden costs	0.00	0.00
Fencing	0.00	637.12
Gardening	0.00	36.28
Grass Cutting	1,011.12	1,547.05
Total 700 Field and garden costs	1,011.12	2,220.45
800 General costs	0.00	0.00
Computer software	86.40	0.00
Insurance	789.17	722.70
Licences	366.24	399.12
Stationery	0.00	43.80
Sundry expenses	100.00	236.52
Wilts Village Hall Assoc	50.00	50.00
Total 800 General costs	1,391.81	1,452.14
900 Capital works & improvement	0.00	0.00
Appliances	1,762.33	169.00
Car Park Improvements	262.00	0.00
Gazebos	1,075.95	0.00
Hedge	550.00	0.00
Repair and maintenance	3,343.20	0.00
Theatre lights	1,870.73	0.00
Total 900 Capital works & improvement	8,864.21	169.00
Total Expenditures	£19,432.67	£11,293.07
NET OPERATING INCOME	£16,531.68	£11,528.76
NET INCOME/(EXPENDITURE)	£16,531.68	£11,528.76

Independent Examiner's report to the trustees of Pitton Village Hall

I report on the accounts of Pitton Village Hall for the year ended 31 December 2021, which are set out in the attached 2 pages.

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 s144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Name: Mandy Kerley

Relevant professional qualification or body: Association of Chartered Certified Accountants

Address: The Old Bakery, High Street, Pitton, Salisbury, SP5 1DQ

Date: 19th February 2022

Pitton Village Hall
Financial Activities
January - December 2021

	<u>Jan - Dec 2021</u>	<u>Jan - Dec 2020</u>
Income		
100 Hall hire		
Hall hire	8,614	6,231
Heating Tokens	1,152	893
Pittonque	0	110
Tennis Court	0	95
Total 100 Hall hire	<u>9,766</u>	<u>7,328</u>
200 Fundraising		
Carnival profit	1,694	364
Film Night	0	386
Fundraising event	473	0
Lottery	0	1,757
PVH100 Club	3,592	2,000
Total 200 Fundraising	<u>5,759</u>	<u>4,506</u>
300 Other income		
Council grant	18,532	10,000
Donation	496	855
Marquee Hire	1,435	0
Sundry Income	0	132
Total 300 Other income	<u>20,463</u>	<u>10,987</u>
Total Income	<u>35,988</u>	<u>22,822</u>
Expenditures		
500 Utilities		
Calor Gas	0	54
Electricity	1,322	1,175
Heating oil	599	658
Telephone/Broadband	243	523
Water rates	377	300
Total 500 Utilities	<u>2,540</u>	<u>2,708</u>
600 Cleaning and maintenance		
Boiler service	204	0
Cleaning	2,860	2,145
Cleaning materials	540	269
Domestic waste disposal	51	-26
Electrical work	327	0
Fire ext serv	66	120
Hall manager fees	1,200	900
Repairs	376	1,175
Small equipment	0	160
Total 600 Cleaning and maintenance	<u>5,625</u>	<u>4,743</u>
700 Field and garden costs		
Fencing	0	637
Gardening	0	36
Grass Cutting	1,011	1,547
Total 700 Field and garden costs	<u>1,011</u>	<u>2,220</u>
800 General costs		
Computer software	86	0
Insurance	789	723
Licences	366	399
Stationery	0	44
Sundry expenses	100	237
Wilts Village Hall Assoc	50	50
Total 800 General costs	<u>1,392</u>	<u>1,452</u>
900 Capital works & improvement		
Appliances	1,762	169
Car Park Improvements	262	0
Gazebos	1,076	0
Hedge	550	0
Repair and maintenance	3,343	0
Theatre lights	1,871	0
Total 900 Capital works & improvement	<u>8,864</u>	<u>169</u>
Total Expenditures	<u>19,433</u>	<u>11,293</u>
Net Income/(Expenditure)	<u>16,556</u>	<u>11,529</u>

MAX
17/2/22

**Pitton Village Hall
Balance Sheet
As at 31 December 2021**

	31 December 2021	31 December 2020
Cash at bank and in hand		
Bank	44,231	27,699
Total Cash at bank and in hand	44,231	27,699
Debtors		
Customer Invoices	24	0
Total Debtors	24	0
Net current assets	44,255	27,699
Creditors: amounts falling due within one year		
Current Liabilities	0	0
Total Creditors: amounts falling due within one year	0	0
Net current assets (liabilities)	44,255	27,699
 Charity funds		
3900 General reserves	23,674	10,070
3901 Restricted reserves - see note	4,025	6,100
Surplus/(Deficit)	16,556	11,529
Total Charity funds	44,255	27,699

Note:

The level of restricted reserves is set at the beginning of each financial year as 50% of anticipated income.

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