

**Barton under Needwood  
Village Hall**

**Trustee's Annual Report**

**and Receipts and Payments Accounts**

**for the Year ended 31<sup>st</sup> December 2021**

**Charity Number 502046**

# **Barton under Needwood Village Hall**

## **Charity Number 502046**

The Charity's Governing Document is a Trust Deed dated 4<sup>th</sup> June 1991 as amended by a Schedule dated June 1998.

Barton under Needwood Parish Council is the Trustee of Barton under Needwood Village Hall.

### **Village Hall Management Committee:**

Pamela Jepson (Chair)

Cllr. Lynn Bennett (Vice Chair)

Sian Calder

Margaret Fitchett (resigned 30<sup>th</sup> March 2021)

Alistair Heyward (appointed 15<sup>th</sup> June 2021)

Joe Moody (Treasurer)

Cllr. Jeanette Taylor

Cllr. Susanne van Daesdonk

### **Office and Bankers:**

Office: Village Hall, Crowberry Lane, Barton under Needwood, Staffs, DE13 8AF.

Bankers: Lloyds Bank plc. 16 High Street, Burton upon Trent Staffs, DE141AJ.

Epworth Cash Plus Fund for Charities, 9 Bonhill Street, London EC2A 4PE

Independent Examiner: Lifestyle Accounting, 58-60 Wetmore Road, Burton upon Trent, DE14 1SN

# Barton under Needwood Village Hall

## Trustee's Annual Report

For the Year ended 31<sup>st</sup> December 2021

### Registered Charity

The Village Hall is a registered charity No.502046. The Parish Council of Barton under Needwood is the Trustee. The Village Hall Management Committee is responsible for all aspects of the premises including the hiring out of the rooms and all general and specific maintenance. The Trustee may from time to time issue direct instructions to the committee on such matters as it thinks fit. Minutes of the Village Hall Management Committee are circulated to the Trustee on a regular basis and the Trustee meets quarterly.

### Objects

The object of the Charity shall be the provision and maintenance of a Village Hall for the public benefit of the inhabitants of the Parish of Barton under Needwood and surrounds without distinction of political, religious or other opinions, including use of meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the condition of life for the said inhabitants.

### Governance

The Trustee has adopted policies on Health and Safety, Risk Assessment, Safeguarding Children and Adults and Privacy and these are all reviewed periodically.

The Village Hall Management Committee manages the Village Hall on behalf of the Trustee. All are volunteers and give their time to actively run the Village Hall, a valuable asset to the village of Barton under Needwood.

### Constitution

The Committee consists of ex officio Chair and Vice Chair of the Trustee and up to 10 committee members, of which 3 must be Parish Councillors.

### Election of the Committee

Before the Annual Meeting of the Trustee, held in May, the Village Hall Management Committee will pass to the Trustee names of those interested in serving on the Committee for the following year. The Trustee will then appoint the Committee at the said Annual Meeting. If there are more nominees than places, a ballot will take place, with the Chair having the casting vote.

### Chair's Annual Report

The year 2021 started off with the Government introducing Tier 4 lockdown COVID rules in England and only The Little Stars (the Nursery Group) were allowed to function in the Hall.

The Hall continued to be cleaned everyday to keep it as COVID safe as possible along with the One Way System and the Wearing of Masks.

The Heating and Water etc.were tested everyday .

All the servicing contracts and maintenance were also carried out.

Fortunately our Treasurer claimed for various grants which were available to local organisations and was successful in obtaining them. These have helped with the extra expenses incurred and loss of hire fees due to closure of the Hall for long periods because of COVID.

In April there was a change in Government rules which meant that all children's activities could return but with no mixing of households.

May /June / July. Indoor events with rule of 6 did return but with a restricted number of people attending.

August. We had the new entry system to the hall updated to cover all rooms independently. This provides better security for the Hall and for the hirers and is working well.

In September we purchased a Lincat water boiler which is energy saving and far more efficient than the kettles and the urn previously used.

We also purchased an outside waterproof display cabinet for all hirers to advertise their various classes etc.

In October we carried out a Drone Survey of the Hall Roof area and it was found to be in good repair.

In December we had an electric smart meter fitted by our supplier.

# Barton under Needwood Village Hall

## Trustee's Annual Report

For the Year ended 31<sup>st</sup> December 2021 (continued)

We carried out our committee meetings throughout the year on Zoom so that we were able to keep everyone informed about the latest Government COVID Guide Lines which were discussed and implemented to keep everyone safe.

I would like to thank our Building Manager Chris Panter for looking after the Hall during this difficult year also Alan Greenaway who worked the weekends as Chris wanted less hours. Unfortunately Chris is going to leave us at the end of March 2022 so we have appointed Steve Murray as his replacement from January 2022.

My thanks go to Joe Moody our Treasurer who looks after our finances and keeps us well informed. Also my thanks go to Siobhan Rumsby who is the booking clerk and looks after the hirers and all enquires. Thanks also go to the Committee for their time and input to keep the Hall functioning during the year.

A big thank you goes to the Hirers who have supported us and it's so good to see them all back with their people and enjoying what they love doing

Let's hope that 2022 will prove to be a really good year.

### Treasurer's Annual Report

This has been another difficult year for the Village Hall due to the COVID pandemic as explained in the Chair's report. The increased hire fees of £27,713, compared to the prior year of £18,395 were only due to less COVID restrictions in the year compared to 2020. The Hall has still a long way to go to get back to pre-pandemic hire fee income.

Whilst the fee income is distorted due to the pandemic it should be noted that CDA represented 34% of the fees and Little Stars represented 29%. The Hall is very much dependent on these two hirers.

Government Grants relating to COVID amounting to £27,000 (2020 £25,000) were received in the year.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £5,893 (2020 £4,267). The major cost incurred being £1,305 in respect of the lift.

Capital and equipment spend mentioned in the Chair's report refers to two items which were acquired in the year but not paid for until after the year end. These were the Lincat water boiler and display cabinet.


Salaries and wages amounted to £13,714 (2020 £16,886), however 2020 included redundancy costs of £3,516.

The surplus for the year amounted to £16,662 (2020 deficit £4,531), which resulted in the bank balance at 31.12.21 being £72,500 (2020 £55,838)

### Reserves


The influencing factor on the Village Hall's balances is one of property repairs and putting aside sufficient funds to cover the ongoing expense of a relatively large suite of premises which need to be kept in very good condition. To date, the Committee has had the funds to do that and would wish such a situation to continue. To ensure that remains the case, at least £20k has been earmarked for those maintenance and renewal expenses.

Our premises remain in good shape but the Committee is conscious of the fact that to maintain them at the high standard that our hirers expect and to always meet statutory requirements is costly, hence the need for adequate reserves. For those reasons, the Management Committee considers the current level of reserves to be in line for the size of the charity but keeps this matter under annual review.

Signed:   
Mrs P. Jepson

**Chair: Barton under Needwood Village Hall**

Accepted by the Trustee at its Annual Meeting on 5th May 2022

Signed:   
Ms S. van Daesdonk

**Trustee: Chair**

## Independent Examiner's Report to the trustee of Barton under Needwood Village Hall

I report on the accounts for the year ended 31<sup>st</sup> December 2021 which are set out on the accompanying pages.

### Respective responsibilities of the Trustee and Independent Examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the trustee 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 material matters have come to my attention which gives me cause to believe that, in any material respect:

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

I 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.

Signed:  Date: 16<sup>th</sup> MARCH 2022

David Robert Munro

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

MAAT – Membership Number 10176427.

Member of the Association of Accounting Technicians

Address: C/o Lifestyle Accounting Ltd., 58-60 Wetmore Road, Burton on Trent, Staffordshire, DE14 1SN

**Barton under Needwood Village Hall**  
**Receipts and Payments Account**  
For the year ended 31st December 2021

	Unrestricted 2021 £	Unrestricted 2020 £
<b>Receipts</b>		
Hire Fees	<b>27,713</b>	<b>18,395</b>
Other receipts:		
Bank Interest - Epworth	5	313
Other Sundry receipts	281	631
Coronavirus Grant Funding Scheme	0	25,000
Additional Restrictions Grant	15,000	0
Restart Grant	12,000	0
Total other receipts	<u>27,286</u>	<u>25,945</u>
<b>Total Receipts</b>	<b><u>54,999</u></b>	<b><u>44,340</u></b>
<b>Payments</b>		
Insurance	2,366	2,120
Electricity	3,319	3,168
Gas	1,202	1,402
Wheelie Bin emptying - Rainbow	519	379
ESBC - Business Rates	341	(1,472)
SSWC - Water Rates	344	568
Telephone rental/calls	239	211
Printing, Post and Stationery	126	432
Property Maintenance/Repairs	5,893	4,267
Salaries & Wages	13,714	16,886
Cleaning Contract	6,676	2,738
Cleaning Materials	928	2,095
Capital and Equipment	2,064	14,395
Professional Charges	240	1,093
Other payments	367	588
<b>Total payments</b>	<b><u>38,337</u></b>	<b><u>48,871</u></b>
<b>Net of receipts/(payments)</b>	<b>16,662</b>	<b>(4,531)</b>
<b>Cash funds as at 31st December 2020</b>	55,838	60,369
<b>Cash funds as at 31st December 2021</b>	<b><u><u>72,500</u></u></b>	<b><u><u>55,838</u></u></b>

**Barton under Needwood Village Hall**  
**Statement of Assets and Liabilities**  
as at 31st December 2021

	2021	2020
<b>Cash Funds</b>	£	£
Lloyds Bank plc. - Current Account	20,822	4,165
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	51,668	51,663
<b>Total Cash Funds</b>	<b><u>72,500</u></b>	<b><u>55,838</u></b>
 <b>Other monetary assets</b>		
Lloyds Bank plc. - Lettings Account	348	0
	<b><u>348</u></b>	<b><u>0</u></b>

The deposits are refundable to the hirers following the hire, providing the terms and conditions of the hire are satisfactorily met.

**Assets retained for the Charity's own use**

The following assets are used by the charity but have not been professionally valued:

Furniture and equipment in the halls, meeting room and kitchen, acquired in the current year and prior years are written off in the year of purchase. Details of new equipment and assets acquired in the current year are detailed in the Trustee's Annual Report. All assets are in good condition and are serviced regularly.

The Parish Council is the Trustee of the Village Hall building and the Village Hall car park but the Charity is responsible for insuring the premises and its contents.

	2021	2020
Brief insurance details, as at November 2021 are as follows:		
Buildings - (including outbuildings)	£2,127,953	£1,678,497
Contents	£49,801	£48,539
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000