

# STURTON BY STOW VILLAGE HALL

Registered Charity No 512689



## TRUSTEES' ANNUAL REPORT YEAR ENDED 31st MARCH 2021

### Trustees during the year 2020/2021

Melvyn Banham (Chair) - appointed 14 May 2018

Alison Dudley - appointed 13 May 2019 (Secretary & Parochial Church Council Rep)

John Leggott Trustee (Treasurer & Bookings)

Christopher Stable

David Howe - appointed May 2016

John Crust

George Courtney

Sharron Banham - appointed 11 March 2019

Dennis Taylor - appointed 11 March 2021 (Parish Council Rep)

David Gott - appointed 09 May 2016

Susan Sharpe - appointed 08 May 2017 (W.I. Rep)

Address: Adj No 3 High Street, Sturton by Stow, Lincolnshire, LN1 2AE

Website: [www.lincscommunitybuildings.org.uk/venues/sturton-by-stow-village-hall/](http://www.lincscommunitybuildings.org.uk/venues/sturton-by-stow-village-hall/)

Email: [sturtonvh@outlook.com](mailto:sturtonvh@outlook.com)

Telephone (bookings only): 07821292486

### Introduction

The Trustees (Management Committee) present their Report for the year ended 31st March 2021 which should be read in conjunction with the Independent Examiner's Report on the accounts for the same period.

## **Legal Status and History**

Sturton by Stow Parish Council leased the plot of land in question to the Village Hall Committee on 31st July 1970 for 99 years at £1 per year payable on the 20th May each year. Following discussions between the Parish Council and Village Hall, together with wider consultation, the land was vested in the Official Custodian (Charity Commission) by an order dated 19th July 1971. The lease was deemed as the title to the land.

Sturton by Stow Village Hall was registered with the Charity Commission as charity no 512689 on 26th May 1982 with the lease as it's guiding document.

Sturton by Stow Village Hall is managed by a Management Committee of Trustees who may be elected or are appointed by regular user groups. Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. In the event of any default on behalf of the Trustees the Parish Council would provide interim management.

Since the Hall was opened in 1971 the Trustees have managed the day to day running of the hall and are responsible for its maintenance and upkeep. There are normally 12 Trustee business meetings a year with an Annual General Meeting prior to the May meeting.

### **Review of the year ending 31st March 2021**

#### Utilisation

All bookings by regular user groups were largely postponed during the year according to government Covid 19 guidance. The hall was opened with Covid 19 restrictions between July and November. Monthly bookings including the following groups: Indoor Bowls, Women's Institute, Art, Line Dancing and Zumba. There were also several single bookings during this period. A rear room of the hall also hosted a weekly barber shop. The hall was also used by an archaeological company for staff training and cataloguing of finds from various works in the area.

#### The Chair's review of year ending 31st March 2020

The year was dominated by the effects of the national lockdown due to the Covid 19 epidemic. The Hall was closed for the most part only open between July and October following any Government guidelines and legal requirements.

The management committee was aware of the financial implications of this situation and pleased that it has cash reserves to ensure that regular bills were paid and work proceeded to keep the Hall safe. As both a registered charity and registered for business rates the Hall was able to access the Covid 19 business closure funding through West Lindsey District Council. This funding has given a welcome boost to the finances. We also registered with and promoted the West Lindsey Community Lottery, recruiting players and earning a share of the fees generated which provides regular monthly income.

Once again our thanks go to the Parish Council for funding support towards the cost of refurbishing the car park to the rear of the hall and associated works.

During 2020-2021 the committee have continued to work hard maintaining and improving the Hall for all our users. The improvements to the upstairs facilities involving refurbishing the upstairs kitchen and meeting/function room together with other improvements have been completed with the exception of fitting of new radiators.

For various reasons the committee have been unable to meet but have been keeping in touch by email. We thank all committee members, particularly our treasurer. We also thank Chris Stable, our secretary for many years, who has stood down for health reasons. We have a replacement for this post. Our treasurer also wishes to stand down and we actively seek a replacement. As with all village organisations we would welcome new faces, especially some younger residents.

Our thanks also to Janet Lee for her continued help with cleaning the hall and general bookings.

Looking forward to next year we will refurbish the car park to the rear of the hall and continue to improve and maintain the hall. We are currently able to take Covid 19 safe bookings from May 17 but realise that some events and users may not wish to continue. However, the Village Hall will continue to provide a venue for diverse user groups and to look for new opportunities to enable activities which benefit the community.

### **Health and Safety and Environment**

The Trustees are committed to the safe and environmentally responsible operation of the Village Hall, so that volunteers, users and others who may be affected are not exposed to risks to their health and safety. There is a safety policy in place and adequate instruction and equipment is provided for the safe use of the Village Hall premises. A Health and Safety risk assessment has been reviewed and displayed on the premises for the benefit of all users of the facility. We have in place a routine programme of servicing, maintenance and inspections.

The Charity provides a duty of care to hall hirers through completion of a Fire Safety check.

Assessment and an Electrical Safety Inspection, which is required every five years to comply with the requirements of both BS7671 and the local authority. All non-conformances are rectified as a priority.

### **Financial and Insurance Suppliers**

Bank: HSBC UK

Independent examiners: Darbys, Chartered Certified Accountants, Gainsborough

Insurers: Allied Westminster Insurance, building insured for £718041 and contents £44607.

Licences:

Premises License;

Performing Rights Society licence for live and recorded music.

### **Financial activities**

#### Responsibility for the Financial Statements

The Trustees are responsible for the preparation of the financial statements and for keeping proper accounting records which disclose the financial position of the Charity. The Trustees have elected to prepare financial statements on the Income and Expenditure basis.

#### Accounting policies

Under Section 144 of the Charities Act 2011 the Trustees decided that an independent examination of accounts was required rather than an audit. The accounts have been prepared with due diligence and reflect the true position for the year as at 31st March 2020.

## Financial Reserves Policy

### 1. Background

This financial reserves policy for Sturton by Stow village hall was agreed and adopted by the Management Committee at their meeting of December 2019. The Treasurer is responsible for keeping the policy up to date and reporting it to the Annual General Meeting of the village hall management committee.

As a registered charity 512689, the village hall is required to comply with the Charity Commission's "Charities' Reserves" Policy, CC19 and "Statement of Accounting Practice – Accounting and Reporting By Charities (SORP 2000)", which require us to establish a reserves policy. This policy covers the 5 years but will be reviewed annually.

Income reserves are described by the Charity Commission as the resources the charity has or can make available to spend for any or all of the charity's purposes, once it has met its commitment and covered other planned expenditure.

### 2. Types of reserves

There are three main types of reserves which all charities must consider as follows:

- i) Unrestricted reserves, which are held to offset risks, and
- ii) Restricted reserves, which are raised or held for *specific* future purposes;
- iii) Designated funds – Designation is an administrative act by which the management committee may earmark some *unrestricted* funds for a particular use, without restriction or legal commitment. The designation may be cancelled by the management committee if they later decide not to proceed or continue with the use for which the funds were designated.

The recommendation in the Charity Commission guidance RS3 states that this reserves policy must quantify and explain the purpose of any designated funds, along with the likely timing of that expenditure.

### 3. Planning reserves

Resources are vital to support the hall's ability to operate and to the long-term viability of the building and to its ability to achieve its aims and objectives. They are also vital to enable the hall to meet its legal and contractual liabilities should the organisation have to close.

The following is considered when planning for the level of reserves:

#### Unrestricted reserves for asset replacement

Part of the running surplus of £15,000 will be reserved to make provision for subsequent replacement of assets such as fixtures, fittings, cooker, kitchen equipment, furniture and other 'capital' equipment.

#### Unrestricted Reserves for infrequent maintenance costs

In order to maintain the facility in good condition for the benefit of all hall users and to meet conditions of the Insurance Policy and Premises Licence, there is a need to undertake major maintenance on an

occasional basis. Such expenses are normal operating expenses and will normally be undertaken using the operating surplus and will seek, where possible, to reclaim appropriate sum through various appropriate funding sources.

Occasional maintenance includes the following:

- Internal redecoration of the whole building
- External decoration
- Floor refurbishment
- Electrical works
- Fire and safety works
- Car park repairs

Unrestricted Reserves to absorb running costs/avoid setbacks

The residual 'Free' reserves are purely for the committee's use. Its purpose is to cover annual routine operating costs, manage cash flow, cover emergencies such as boiler/heating breakdown, pay for new unidentified but immediate purchases/acquisitions.

The management committee believes that the hall's policy is appropriate for the hall's aims, needs and objectives, and the risks it faces.

The management committee understand and formally agree the principles behind the reserves, setting out appropriate levels of reserves based upon risk assessment which is based on (1) factors which impact upon the hall and (2) anticipated annual routine operating costs.

#### 4. What level (or range) of reserves we need

- i) Unrestricted reserves: The management committee follows the Community Lincs guidelines of at least 12 months of running costs to be held in our 'free use' unrestricted reserves. This figure equates to approximately £12,500.
- ii) Restricted reserves: The management committee does not intend to hold any restricted reserves.
- iii) Designated funds: The management committee intends to hold designated funds to cover contributions towards costs of identified future projects and any unexpected occurrence not fully covered by insurance estimated at £10,000.

#### 5. Steps to maintain reserves at the agreed level

- The management committee will fundraise within the village to maintain our level of reserves to maintain and develop the village hall;
- The management committee will review hire charges and booking fees annually based on the level of hall use.

#### 6. Arrangements for monitoring and reviewing this policy

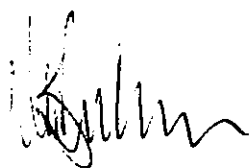
The needs of the hall will change from year to year and unexpected requirements for expenditure may alter financial plans. The village hall management committee will review and agree this policy or any appropriate changes at its Annual General Meeting.

Financial Reserves Policy approved by the Trustees: 29th November 2019

**Declaration**

The Trustees have approved the above report and the independent examination of accounts.

Signed on behalf of the Charity's Trustees:



Melvyn Banham (Chair)

Date: 19/10/2021



John Leggott (Treasurer)

Date: 19/10/21

## Sturton By Stow Village Hall Management Committee

Registered Charity No: 512689

### Income & expenditure account for the year ended 31 March 2021

	2021	2020
<b>Income</b>		
Grants - Parish Council	5,000	4,000
Grants - Big Lottery Fund	0	10,000
Grants - West Lindsey DC	21,003	0
Letting of premises	1,967	8,521
Fund raising	310	1,917
Heating tokens	50	1,076
Donations	802	80
Interest received	8	39
	<u>29,140</u>	<u>25,633</u>
<b>Expenditure</b>		
Ground rent	1	1
Insurances	1,417	1,341
Electricity	1,052	2,249
Rates	459	512
Water charges	130	246
Bookings clerk	70	340
Repairs & renewals	5,786	20,006
Fund raising expenses	0	433
Cleaning and consumables	1,213	2,816
Sundries	158	96
Depreciation fixtures & equipment	1,548	1,714
	<u>11,834</u>	<u>29,754</u>
Excess of income over expenditure	<u>17,306</u>	<u>(4,121)</u>

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## Sturton By Stow Village Hall Management Committee

Registered Charity No: 512689

### Balance sheet as at 31 March 2021

	2021	2020
<b>Fixed assets</b>		
Buildings at costs	62,359	62,359
Equipment	19,126	18,529
Additions	0	597
Disposals	0	0
Less depreciation	(15,786)	(14,238)
	<u>3,340</u>	<u>4,888</u>
	65,699	67,247
<b>Current assets</b>		
HSBC current account	16,334	5,404
HSBC deposit account	23,803	15,795
Cash in hand	0	140
Debtors	0	3
Prepayments	963	936
	<u>41,100</u>	<u>22,278</u>
<b>Current liabilities</b>		
Creditors	517	282
Accrued charges	52	319
	<u>569</u>	<u>601</u>
<b>Net current assets</b>	40,531	21,677
	<u>106,230</u>	<u>88,924</u>
<b>Accumulated funds</b>		
Balance brought forward 1 April	88,924	93,045
Excess of income over expenditure for the year	17,306	(4,121)
	<u>106,230</u>	<u>88,924</u>

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**Independent Examiner's Report on the accounts of Sturton by Stow Village Hall Management Committee**

**Report to the Members of Sturton by Stow Village Hall Management Committee for the year ended 31 March 2021**

**Respective responsibilities of officers 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 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.

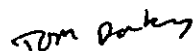
**Basis of Independent Examiner's statement**

My examination was carried out in accordance with general accounting 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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees any such matters. The procedures undertaken do not provide all the evidence that concerning would be required by 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 Charities Act: and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Tom Darby FCCA  
Darbys Limited  
7 Spring Gardens  
Gainsborough  
05-May-21

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