

ASTON CANTLOW VILLAGE HALL

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

Aston Cantlow Village Hall, Bearley Road, Aston Cantlow is a registered charity (no. 522852) governed by a scheme devised by The Minister of Education under the Charitable Costs Act 1853-1925 and revised by the Charity Commissioners in 2002.

Honorary Officers as at the 30 December 2020

Chairman	Lesley Harvey
Vice Chairman	Left Vacant
Secretary	Karen Williams
Treasurer	David Hannaford

Elected Members:

Lesley Harvey
David Hannaford

Co-opted Members:

Ciaran Adridge
Karen Williams
Keith Osborne
Helen Berry

Representative members:

Woman's Institute	- Ann Platt
Local History Society	- Margaret Twigg
Parish Council	- Lesley Harvey
Parochial Church Council	- None appointed
Tennis Club	- Helen Douglas
Aston Cantlow Club	- None appointed

Object of the Village Hall Charity

The object of the Foundation shall be the provision and maintenance of a village hall for the use of the inhabitants of Aston Cantlow and the surrounding district without distinction of gender, or of political, religious or other opinions; and in particular for the use of meetings, lectures and classes and for all other forms of recreation and leisure time occupation with the object of improving the conditions of the said inhabitants.

Funding sources and expenditure summary

Funding for the Hall and playground comes from 4 main sources: bookings fees from hall users; rental income from the 3 properties associated with the hall; grants and donations; and takings from events.

Expenditure is primarily on: Repairs and maintenance of the hall, rental properties and playground; insurance; utilities; cleaning and caretaking; and grass cutting in the playground. Additional details are provided in the accounts summary document. The attached treasurer's report and the accounts document give further details.

The Committee and Meetings

For this year a directive from government and the charities commission suggested that the Officers in situ remain in place for the time being and until such times as the pandemic restrictions are lifted at which time an AGM should take place during which the officers will be appointed. We followed this advice and therefore I continued in my position as Chair and David Hannaford remained as Treasurer.

Two members of the committee resigned during the year, Firstly Louise Stanford and secondly Suzanne Edkins (secretary) Both are thanked for their important contribution to the committee during their time in office.

We welcomed during the year, the appointment Helen Berry to the Committee

This year has been a difficult one as for the most part we have been in lockdown and as a result no meetings were held for the majority of the year as during lockdown the Hall was closed as was the Playground for a period of time. A number of initiatives were put in place to ensure the safety of the public before the playground reopened (briefly before the 2nd lockdown). The Hall has not been able to open again as yet although there was a brief trial with very little uptake before the next restrictions were established. However, we have been very fortunate as can be seen from the Treasurers report (for which I thank him and for his dedication to the committee) we are in good shape financially having accessed a number of government grants which have kept us that way.

Maintenance and Refurbishment

David Hannaford with the assistance some of the time of Mick Walker (even though he is no longer on the committee) and from Keith Osborne undertook responsibility for general maintenance during the last year with additional help for the Playground areas from others as needed. I would like to thank them all for their hard work throughout what has been a difficult period.

There have been several areas of expenditure this year, the main one was expenditure of £5575 on re-roofing half of the main hall. We have also had to do the normal general day to day maintenance and of course we have had to put into place a more rigorous and regular cleaning and sanitizing scheme in line with the COVID-19 guidelines.

Risk Assessment

We have continued to run our risk review process for the hall and the surrounding area in particular to focus on health and safety issues with particular focus on COVID 19.

Properties and Tenancies

Two of the three residential properties were fully let during the year and continued to provide good income, the third one was vacant for a number of months as with the COVID 19 pandemic it was difficult for new tenants to view properties and many were not moving house. However, The Trust's managing agents, Andrew Grant and Partners of Worcester advised us that things would improve which indeed they did and we were able to secure tenants for the corner cottage at the midpoint of the year.

Caretaker and Cleaner

This year our Caretaker Elizabeth Needham also took on the role of cleaner and has been doing a fantastic job, identifying areas within the Hall and its surroundings that need attention, and in some cases undertaking the work herself to put things right. In addition, not only has she cleaned the Hall she has also taken on cleaning the playground to ensure the safety of our children during the pandemic. I would like to extend my thanks to Lizzie for the sterling work she has done during this period.

We developed a cleaning programme which included a cleaning log in line with all COVID guidance which has proved to be very robust and was acceptable to our insurers. This rota has been invaluable and has ensured that we have not missed any areas and therefore been able to keep our users safe whilst the Hall and Playground were open.

Events

A number of local organisations continue to use the Village Hall on a regular basis. These include the Local History Society, the Parish Council, the WI, various fitness groups, a badminton group and the Art Club. Several external organisations regularly book the hall including the Lace and Bobbin Makers.

However, for the most of this year we have had limited users – due to the restrictions. In addition, there were no events organised by the Committee for fund raising, but it is hoped that one can be arranged during 2021 once things are back to normal. Helen Berry has been appointed as our Fundraising rep and we are hoping that this will be successful.

Tennis Club

The Tennis Club continues in its efforts to attract new members from the villages within the Parish. Regular social tennis and competitive matches for those members who are interested are organised by the club's committee. This year of course it has been challenging for them – being able only to open for matches intermittently – until the full lockdown was put in place again late in the year.

Children's Playground

The Village Hall Committee continues to be solely responsible for the maintenance of the grounds and equipment in the playground. Ciaran Aldridge took on the 'appointed officer' role for the Playground and as such undertook a review of our equipment with a view to making recommendations for improvements in the long term. The annual costs on grass cutting and hedge and tree maintenance during being our main regular outgoing (see Finance report for details) and does eat into our income, however our maintenance costs for equipment we manage to keep under control – although we are now starting to look at replacing some of the equipment. We carried out a major refurbishment of the multi-play item this year. We have once again received a donation from the Parish Council for which we would like to thank them and we would also like to thank them for their continued and ongoing support.

The users of the playground come from both Aston Cantlow and adjoining villages. been a concern to the committee. Villagers and other users are reminded that this facility is maintained entirely by the Village Hall committee, with financial help from the Parish council as recorded, bolstered as and when we can with fundraising activities.

Parish Council Emergency Equipment and Plan

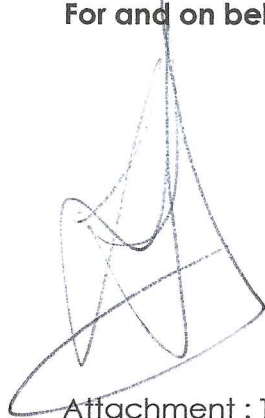
The Parish Council has responsibility for these matters but at the request of the Council various items of equipment including blankets are stored in the Hall.

Committee Members 2020.

I would like to thank all members of the Committee for their hard work during the past year.

Lesley Harvey - Honorary Chairman

For and on behalf of the Management Committee – March 2020

A handwritten signature in blue ink, appearing to be 'Lesley Harvey', written over a faint, light blue grid background.

Attachment : Treasurer's report

ACVH TREASURER'S REPORT FOR THE 2020 FINANCIAL YEAR

In a most unusual year due to the Covid-19 lockdowns and restrictions, we have managed to come out of the year in a healthy position due to a combination of grants and donations, plus an advance payment on one rental property.

Our overall income of £40,432 for this financial year was £14,880 above that for last year's more normal level. A £10,000 lockdown grant plus an advance payment of £6954 for rent for Corner Cottage for 2021 contributed significantly to this increase. With the hall being closed for much of the year, or operating with severely limited numbers attending, fees from bookings were down by £3734 from £6402 in the previous year to £2668 in this year.

Our rental properties were well occupied during the year bringing in an average of just over £1560 a month. Payments for car parking contributed to our overall income at the same rate as last year, and we had a £1500 donation from the Parish Council towards the playground upkeep.

Expenditure in 2020 at £28,467 was down by £10,464 from that in 2019, when we had incurred £20,000 on renovation of our Corner Cottage rental property. A Covid-19 business rates holiday saved us £544 in the year which pretty much offset a similar increase of £565 in insurance fees. Repairs and maintenance to the hall were £6773 higher than last year at £10,529 this year, mainly due to having to re-roof the main hall. Professional charges included £510 for having to get a full insurance valuation on the hall and all the rental properties.

Excluding the £6954 advance rent paid against 2021 tenancy, the village hall made a profit of £5,011 in the year. In addition, our COIF investment fund increased in value by £14,028. We still plan to put some additional money back into our COIF investment fund to compensate for the £20,000 taken out for the Corner Cottage renovations, but held off from this in 2020 due to the uncertainties of the Covid-19 situation.

The Village Hall accounts show an overall bank balance at the end of the financial year of £23,907 compared to £11,942 in the previous year, with almost all of this being held in the current account. This is at a relatively high level to cover the insurance due in March, the reduced 2021 rental income due to the advance payment in 2020, and as a buffer against continued loss of revenue from lack of hall bookings in 2021. The COIF Accumulation Fund held with the Charities Commission has done well and is now valued at £156,928 compared to £142,900 at the start of the year.

At the end of the financial year, we had no liabilities, and just £245 of outstanding hire charge payments due to us, most of which will have been recovered early in 2021.

We are therefore generally in a good financial state and so should be able to continue to operate and maintain the Village Hall, playground and our rental properties in a suitable manner over the coming year.

I wish to thank all of the committee members and also the Parish and District Councils for their support in the past year and look forward to the challenges of the coming one.

David Hannaford – Aston Cantlow Village Hall Treasurer - February 2021

Receipts & Payment Accounts		General	General
Income Receipts		2020	2019
		£	£
Grants & Donations			
Parish Council	Grass cutting donation	1,500	0
Stratford Dist Council	Covid19 closure grant	10,000	0
Sundry Donations		<u>12</u>	<u>311</u>
	Sub Total	11,512	311
Trading Activities			
Hall Lettings	Village users	2,191	4,751
(includes Tennis club ground rental)			
Hall Lettings	External users	477	1,651
	Car parking	480	400
	Deposits	0	0
Fund raising	Events	89	0
	For Playground	0	251
Misc & refunds	Sundries	<u>3</u>	<u>56</u>
	Sub Total	3,240	7,109
Investment Income			
Rents		25,680	18,133
Other			
Bank Interest	Treasurer	0	0
	Deposit ac	<u>0</u>	<u>0</u>
	Sub Total	25,680	18,133
Total Receipts		<u>40,432</u>	<u>25,552</u>
Direct Charitable Expenditure			
Council Tax		60	604
Insurance		2,873	2,308
Water Rates		777	812
Electricity		1,644	1,998
Repairs & Maintenance (excl rental props)		10,529	3,756
Grounds / car park Maintenance		0	104
Playground (grass cutting & repairs)		3,655	3,443
Equipment/Furnishings/Supplies		18	0
Cleaning costs		1,690	1,560
Caretaking costs		3,080	3,000
Waste Collection		134	134
Subscriptions		0	0
Petty expenses		0	30
Events		50	0
Misc - inc window cleaning		150	206
Building works		0	0
Professional Charges		<u>734</u>	<u>0</u>
	Sub Total	25,394	17,954
Other Expenditure			
Other Events			
Independent Examiner's Fee		65	65
Repairs & maint Rental properties		3,007	20,912
	Sub Total	<u>3,072</u>	<u>20,977</u>
Total Payments		<u>28,467</u>	<u>38,931</u>
Net Receipts (Payments) for the Year		11,965	-13,379
Realisation of Accumulation units from COIF			20,000
Cash and Bank Balances as at 31 Dec	2019	11,942	2018 5,321
Cash and Bank Balances as at 31 Dec	2020	<u>23,907</u>	2019 <u>11,942</u>

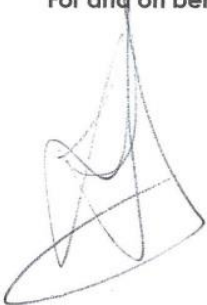
ASTON CANTLOW VILLAGE HALL FOUNDATION
Statement of Assets and Liabilities at 31st December 2020

Registered Charity no 522825

	General 2020 £	General 2019 £
Monetary Assets		
Bank & Cash Balances		
Lloyds Bank Business 30 day notice inv A/c	20	20
Lloyds Bank Treasurers A/c	23,853	11,896
Cash	34	26
Total Cash & Bank Balances	23,907	11,942
Other Current Assets		
Hire Charges Receivable	245	1,005
Current Liabilities		
Misc Creditors	0	0
Advance payment against 2021 rent	6,954	
Non Monetary Assets		
Permanent Endowment		
Land and buildings used by the charity include The Village Hall, Guild Cottage Corner Cottage and the 2 Hall Flats, Childrens Playground, 2 Tennis Courts and Car Park (Freehold Title vested in the Official Custodian for Charities)		
Other Assets:	2020	2019
Shares in Charities Official Investment Fund	General	General
No of shares held	761.07	761.07
Valuation of shares at Bid Price	£156,928	£142,900
Equipment and Furniture in the Hall, Playground equipment		

The receipts and payments account and the statement of assets and liabilities have been prepared under section 133 of the Charities Act 2011

Lesley Harvey - Honorary Chairman
For and on behalf of the Management Committee – March 2020



Independent Examiner's report to the Committee of
ASTON CANTLOW VILLAGE HALL FOUNDATION

I report on the accounts of the Trust for the year ended 31st December 2020, which are set out on Pages 1 to 2.

Respective responsibilities of the trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts; and the trustees consider that an audit is not required 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 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.

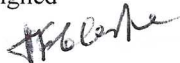
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement.

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Charities Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



T F Clarke
59 Carol Avenue
Bromsgrove
Worcs B61 8RW

5th February 2021