

CHINNOR VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 OCTOBER 2020

CHINNOR VILLAGE HALL

REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd
Chinnor OXON
OX39 4PQ

TRUSTEES: Robin Williams BA, Chairman – resigned 31/03/2020
Zena Baker, Vice Chairman & Booking Administrator
Lynn Lloyd
Stephen Chadd
Keith Rogers - retired 31/07/2020
Jacqueline Prichard
Sue Ashdown
Michael Ashdown

TREASURERS: Sue and Pete Sargant

GOVERNING DOCUMENT: Scheme dated 12 September 2002, Amended 21 January 2004

BANK: Santander
Customer Service Centre
Bootle Merseyside
L30 4GB

INDEPENDENT EXAMINER: Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2020

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2020.

Objects:

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious or other opinions including use for

A) meetings lectures and classes

B) recreation and leisure-time occupations,

with the object of improving the conditions of life for the inhabitants.

Committee of Management:

The charity is run by a Committee of Management who are the trustees.

The Committee should be made up of 5 elected members and 1 appointed member from each of 6 local groups.

All members will stand down at the AGM but may be re-elected or re appointed.

The Committee may co-opt up to two members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New committee members are given a copy of the constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

Activities and Achievements in support of the objects:

When planning the activities of the charity for the year the trustees have considered the Commission's guidance on public benefit. In particular, when setting hire charges, the trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees hold regular meetings to review income and expenditure, to review the ongoing maintenance and improvement programme, and to ensure compliance with all relevant regulations. In 2019/20 COVID-19 has had a significant impact on the activities of the charity, with a period of enforced closure, resulting in reduced letting income, whilst also having to bear the cost of implementing new government health regulations to safeguard hall officers and users. The trustees acted quickly to obtain COVID-19 relief funding from local government to ensure sufficient cash resources to continue operating into 2021, and beyond.

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2020 (continued)

Financial Review:

It has been a challenging year for the trustees managing the Chinnor Village Hall. On 11 March 2020, the World Health Organisation declared the Coronavirus outbreak (COVID-19) a pandemic. On 26 March the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 came into force, imposing lockdown restrictions that resulted in the immediate closure of the hall. The restrictions were relaxed from 4th July, permitting the re-opening of the hall but only after the trustees had conducted a COVID-19 Risk Assessment in accordance with the COVID-19 Secure Guidelines and had established a plan to address and mitigate the risks identified. The hall did not become fully operational again until September. During the lockdown period the hall lost its principal source of income, hire charges. The only remaining sources of revenue were small regular donations and charges for the use of the car park by a fruit and vegetable stallholder. However, the trustees did successfully apply for a COVID support grant of £10,000 from South Oxfordshire District Council. In securing the SODC grant, and by taking prompt action to reduce outgoings on cleaning, maintenance and administration costs, the trustees ensured that a surplus of income over expenditure was achieved in the twelve months to 31 October 2020.

The trustees report that hire charges for 2019/20 were £21,374 compared with £34,089 in the prior year, reflecting the fact that the hall was unavailable for hire for five months. Expenditure on the upkeep of the hall was £20,638, 35% lower than in 2018/9 (ignoring non-recurring costs), again because of the suspension of letting activities during the lockdown period. The hall generated a net surplus of £11,153, increasing the balance of unrestricted funds to £24,439. This should provide adequate funds to continue operating for the coming year. Given the imposition of a further lockdown from 5 November to 2 December 2020 and the potential for further restrictions until the pandemic is brought under control, reduced income from hiring is to be expected in the short-term.

The trustees are aware that the main risk to the charity's operation is its dependency on hire income to cover costs and thanks all the local groups, volunteers and trustees whose hard work and fundraising enables this valuable facility to be available to local people. Given the challenges presented by COVID-19, this ongoing support will be vital to ensure that the hall has sufficient resources to remain open, and that this valued community asset is retained.

The trustees feel that their current investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued. Unfortunately, given the decline in interest rates, annual interest income from bank deposits is minimal.

Trustees Responsibilities in relation to Financial Statements:

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared Receipts and Payments Accounts and a Statement of Assets and Liabilities which are set out on pages 5 to 7.

Signature:

Date:

Zena Baker
Position: Vice Chairman

CHINNOR VILLAGE HALL

Independent Examiner's Report to the Trustees of Chinnor Village Hall.

I report on the accounts of the charity for the year ended 31 October 2020, which are set out on the attached pages.

Responsibilities and basis of report

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

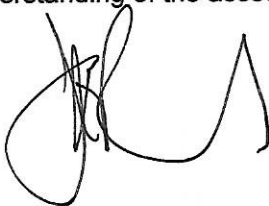
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

Receipts and Payments Accounts

For the Period to 31 October 2020

	Unrestricted Fund	Restricted Fund	TOTAL 2020	TOTAL 2019
	£	£	£	£
Receipts				
Voluntary Income				
Donations and Grants	10,105	250	10,355	2,500
Charitable Activities				
Hire of Hall and Facilities	21,374	0	21,374	34,089
Fundraising Income	0	0	0	380
Investment Income	62	0	62	75
<u>Total Receipts</u>	<u>31,541</u>	<u>250</u>	<u>31,791</u>	<u>37,044</u>
Direct Charitable Payments				
Hall Upkeep:				
Building maintenance and repairs	5,165	250	5,415	6,912
Cleaning fees and materials	4,759	0	10,076	10,076
Refuse disposal	969	0	1,626	1,626
Utilities	3,450	0	5,140	5,140
Insurance	1,692	0	1,669	1,669
Fire and safety checks	288	0	2,286	2,286
Licences	1,032	0	1,032	1,032
Equipment rental	106	0	208	208
COVID-19 compliance measures	492	0	0	0
Administration:				
Salaries	500	0	1,200	1,200
Administrative expenses	969	0	821	821
Telephone	531	0	448	448
Trustee Insurance	235	0	235	235
Independent Examination	200	0	200	200
Other Payments:				
Removal of chimney	0	0	2,180	2,180
Lighting improvements	0	0	6,395	6,395
Kitchen refurbishment	0	0	2,995	2,995
<u>Total Payments</u>	<u>20,388</u>	<u>250</u>	<u>43,423</u>	<u>43,423</u>
<u>Net Income</u>	<u>11,153</u>	<u>0</u>	<u>(6,379)</u>	<u>(6,379)</u>
Cash Funds brought forward	13,196	0	24,349	19,575
Transfer between funds	0	0	0	0
Cash Funds carried forward	<u>24,349</u>	<u>0</u>	<u>24,349</u>	<u>13,196</u>

CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2020

Funds Reconciliation

	Unrestricted fund	Restricted fund	Total 2020
	£	£	£
Cash at bank & in hand 31.10.2019	13,196	0	13,196
Surplus/(deficit) this year end	(11,153)	0	(11,153)
Cash at bank & in hand 31.10.2020	<u>24,349</u>	<u>0</u>	<u>24,349</u>

	2020	2019
	£	£
Cash Funds		
Bank Current Account	1,837	4,747
Community Instant Reserve	62	62
Fund Raising Account	<u>22,450</u>	<u>8,387</u>
	<u>24,349</u>	<u>13,196</u>
<u>TOTAL ASSETS</u>	<u>24,349</u>	<u>13,196</u>
Liabilities		
Independent Examiners Fee	200	200
<u>TOTAL LIABILITIES</u>	<u>200</u>	<u>200</u>

Approved by the trustees:

Signature:

Date:

Zena Baker
Position: Vice Chairman

CHINNOR VILLAGE HALL

Notes to the Accounts for the Year Ended 31 October 2020

1 **Accounting Policies**

These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

2 **Payments to trustees**

The trustees receive no remuneration, direct or indirect benefits from the charity.

3 **Funds**

The Restricted Fund consists of grants and donations given for a specific purpose.

In July 2020 a payment of £250 was received from Chinnor Parish Council for the purpose of carrying out an inspection of the hall's drainage system. This project was completed during the year.

As at 31st October 2020 the balance of the Restricted Fund was nil £.

The Unrestricted Fund consists of general donations and gifts together with hire and rental of the facilities and equipment in order to meet the upkeep costs of the hall, insurance and administrative overheads.

In June 2020 a Retail, Hospitality and Leisure Grant (RHLG) of £10,000 was awarded by SODC, providing general financial assistance to the CVH charity to compensate for loss of revenue resulting from the coronavirus restrictions.