

Welborne
VILLAGE HALL



Welborne Village Hall
Annual Report
and Financial Statements
for the year ended 31 December 2019

www.welborne.org.uk

Registered Charity No. 1086084

Reference and Administration Details

Charity Name	Welborne Village Hall
Charity Registration Number	1086084
Address	Welborne Village Hall c/o Mrs. Sabrina Woods Frog's Hall Barn Welborne Norfolk NR20 3LF
Trustees	Andrew Maule (Chairman) Sally Bishop Ian Ferguson Sue Lishman Lesley Webb Dave Woods Sabrina Woods
Treasurer	Mike Webb
Independent Examiners	Hornbeam Accountancy Services Ltd
Bankers	HSBC and Shawbrook Bank

Structure, Governance and Management

The Old School Room, Welborne was established as a charity on 9 August 1999. The governing document was subsequently amended with the agreement of the Charity Commission.

The objectives of the charity are 'the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions for the advancement of education, the provision of recreation and leisure-time activities and for the religious and other charitable work of the Church of England with the object of improving the conditions of life for the inhabitants'.

There are now seven trustee positions holders of which are elected at the AGM of Welborne Village Hall by residents of Welborne:

- At least five will be residents of Welborne
- Two may come from outside the geographical boundaries of Welborne
- Trustees stand for an initial term of 4 years and may only be re-elected once
- Trustees will retire by rotation

The main activities of the charity are:

- the maintenance and development of the village hall itself
- planning and delivering a programme of events
- maximising use of the hall through lettings

The Trustees meet quarterly. The Trustees have one Sub Committee, which operates to its own Terms of Reference:

- The Events Committee (meets monthly)

Achievement and Performance

2019 has been another successful year in the running of Welborne Village Hall as a facility targeted at promoting community engagement. Its success reflects the commitment of the Trustees and volunteers to maintain and improve the Hall as a community resource.

In 2019, the Trustees comprised Sally Bishop, Sabrina Woods, David Woods, Lesley Webb, Ian Ferguson (Welborne residents) and Andy Maule (Chair, re-elected Mar 2019), Sue Lishman (non-Welborne residents). This is the start of a second potential four-year term for Andy Maule as Trustee and Chair which will be completed in 2023, at which time a new Trustee and Chair will need to be found.

As is customary with this report, as Chairman I would like to express my gratitude to all of the Trustees and others who give their time freely to this project.

In 2019, the Events Committee (Chaired by Sharon Ferguson) ran a successful programme of events. This is an ad hoc Committee with mostly unelected participants who have, over the years, achieved an almost unbroken record of events without financial loss. This is a tribute to their commitment and creativity and the Trust owes a debt of gratitude for their efforts and success in keeping our finances in good shape. Sharon has been outstanding as Chair of this Committee and deserves special thanks. Unfortunately, she and Ian Ferguson recently resigned from the Events Committee and the search is now on for someone to take her place. The events included a series of film showings in the Hall, repeats of the ever popular Quiz nights, and themed food events, Christmas Fair and biennial BBQ (this time paired with a commemorative event for previous Trustee Trevor Curson). Sally Bishop has continued the 'Meet&Chat' events providing social time for residents and others.

As previously, the Trustees wish to extend thanks to the subgroups of volunteers who make the Hall a success: to Mike Webb for handling our accounts, to Peter Wood for his help with our Health and Safety audits, to Ian Ferguson for overseeing our insurance requirements, to Geoff Osborne for his help with the audiovisual equipment, to Nigel Shed for his time and expertise in maintaining and improving our website (www.welborne.org) that serves both the Hall and the community, to Margaret Boulton for overseeing the day-to-day running of the Hall bookings system, and others in the community providing *ad hoc* practical assistance.

Thanks to the success of our events our finances remain in a very healthy position. Our surplus has been used to make further improvements to the Hall, adding extra equipment (for table tennis) and modifications to assist the less able (hearing loop, dementia friendly adaptations). We have also kept fees for renting the Hall unchanged, tickets prices for events unchanged and sale prices at the Christmas Fair at very 'affordable' levels. Our surplus will also allow us in 2020 to add greatly to the scope of the Hall's use through the installation of an internet connection and broadband facility. We also intend to further improve the landscaping around the Hall to accommodate cyclists using our facilities, and to make better use of an area of 'scrub' land as a social amenity and nature trail.

The Hall continues to be popular for private events (parties, training and activity classes etc.), currently running at 25-30 bookings per year. We expect this could increase after the addition of internet connections to the Hall. For 2020, our conditions for using the Hall, including our Safeguarding Policy, remain unchanged.

Public Benefit of our Activities

A summary of the aims of the Welborne Village Hall Charity is the maintenance and improvement of the Hall "for the advancement of education, (and) the provision of recreation (towards)..... improving the conditions of life for the inhabitants". In practice here, the term 'inhabitants' refers to members of the Welborne village and surrounding communities.

The fees for booking of the Hall have remained unchanged and offer exceptional value to users. The Hall is arguably the most inexpensive facility for groups of over 50 in the area. In a small rural community the Charity provides cohesive space and social activities as a unique and valuable community resource.

Dr Andy Maule
Chairman

Financial Review of 2019

For me, as Treasurer, 2019 has been relatively straightforward with no major projects or a festival. The only significant purchases were:

- a new lawnmower, costing £607, for which we got a grant of £200 from South Norfolk Council. We shared the net cost with the church who paid us £303.50 (50%);
- a table tennis table for £230.

A new cost which began during the year was for a cleaner for one hour a week. The cost was £396 in 2019, but will be £624 for a full year. This additional cost has increased the income needed each year to cover the total fixed costs of running the village hall to around £3,500.

Bank interest, once a very good source of income, generated only £244. Total hires of the village hall were, as usual, just under £1,000 for the year.

I know that the Chairman and Trustees have discussed ways of reducing our cash reserves but we started 2019 with around £17,400 in the bank and finished 2019 with just over £17,800. However, the increase in annual fixed costs and a possible reduction in income from events (following changes to the Events Committee) may lead to a gradual reduction in reserves.

Mike Webb
Treasurer

Financial Summary of Events in 2019

Event	Income	Expenditure	Surplus/loss
2018 Dementia friendly event	45.00	0	45.00
New Year Chilli and Quiz	424.00	182.82	241.18
Guernsey Library	275.00	152.10	122.90
King of Thieves	213.50	167.80	45.70
Dining Out	618.50	239.18	379.32
David Palmer	372.00	253.80	118.20
Family BBQ	978.30	486.23	492.07
Pamper and coffee	33.00	0	33.00
Quiz and supper	389.50	123.27	266.23
Fisherman's Friends	309.00	168.50	140.50
Yesterday	223.49	162.55	60.94
Christmas Fair	967.81	108.86	858.95
Total Events 2019	£4,849.10	£2,045.11	£2,803.99

Events Committee

It has been another busy, varied and financially successful year for the Events Committee beginning with the traditional New Year Quiz. This is the second year that we have made use of our Village Hall kitchen and cooked our own food – chilli and jacket potato, with both a meat and vegetarian chilli option. The cooking was done by Sharon and Tracey and the quiz put together by Ian & Nigel. It was a successful evening with a great atmosphere in the hall and the food was appreciated!

We then had two films, The Guernsey Literary and Potato Peel Society and The King of Thieves, both of which were well attended.

In early April we had another of our popular Dining Out evenings hosted by Teresa and Guy. The evening was fully booked - we even had a reserve list! Teresa and Guy had devised a great menu to choose from and the food was delicious!

The David Palmer Evening was our next event. David is a celebrated auctioneer who came to the hall and gave an informal and humorous talk about his experiences as an auctioneer. He also gave his opinion on small antique items brought along by the audience. This was a very entertaining evening attended by around 40 people from Welborne and beyond.

In June we held a Family Barbecue on the triangle of grass in front of the Village Hall. We also used this event to officially unveil Trevor Curson's memorial bench. Trevor's family were invited, Andrew Egerton Smith said a few words, Pauline Curson, with the help of Trevor's grandsons Coby and George, cut the ribbon and we raised a glass to our late Chairperson. This unveiling was followed by music and a barbecue. There was also a plant stall and cake stall and Nightingale Care home ran a Tombola. Although this event had a rather disappointing attendance from the village, it was a lovely afternoon and appropriate way to mark the unveiling of Trevor's bench.

In early October, the Late Summer Quiz & Supper Night had a British theme. This time it was Cottage Pie on the menu followed by Eve's Pudding cooked by Sharon and Tracey. Ian and Nigel devised a fiendish quiz and the evening was enjoyed by all.

Two films, Fisherman's Friends and Yesterday, rounded off the autumn season of events. Both were well attended.

We finished the year with the traditional Christmas Fair. Thanks must go to the 'team of ladies' who work so hard making and baking! Both the Church and Nightingale Care Home had a stall. As usual, there was a lovely atmosphere in the hall and the fair made over £900.

Sharon Ferguson, Chair

Nigel Shed, Secretary

Independent examiner's report to the trustees of Welborne Village Hall

I report on the accounts of the Welborne Village Hall for the year ended 31 December 2019 which are set out on pages 9 -12.

Respective responsibilities of members and examiner

The charity's members are responsible for the preparation of the accounts. The charity's members 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.

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 members 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.

Mr P Needham BA FCA
Hornbeam Accountancy Services Ltd
Chartered Accountants
Hornbeam House
Bidwell Road
Rackheath
Norfolk NR13 6PT

WELBORNE VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2019

	2019			2018
	Undesignated Funds	Designated Funds	Total Funds	Total Funds
	£	£	£	£
INCOMING RESOURCES:				
Incoming Resources from generated funds				
Voluntary Income: Grants	200	-	200	-
Activities for Generating Funds: Fund Raising Events	4,861	-	4,861	12,746
Investment Income: Bank Interest Received	183	-	183	187
Incoming Resources from Charitable Activities				
Rentals and Hiring	892	-	892	608
Other Incoming Resources				
Miscellaneous Income	303	-	303	30
Donations	-	-	-	-
TOTAL INCOMING RESOURCES	6,439	-	6,439	13,571
RESOURCES EXPENDED:				
Cost of Generating Funds				
Costs of Voluntary Income : Events	2,012	-	2,012	6,054
Charitable Activities				
Donations	-	-	-	-
Governance costs				
Light, Heat and Water	719	-	719	229
Insurance	863	-	863	824
Repairs and Maintenance to Premises	781	-	781	1,704
Printing, Stationery and Office Supplies	126	-	126	284
Website and Advertising	194	-	194	107
Independent Examiners Fee	528	-	528	516
Sundry Expenses	19	-	19	12
Subscriptions	60	-	60	68
Bank Charges	-	-	-	-
Depreciation	1,652	-	1,652	1,924
TOTAL RESOURCES EXPENDED	6,955	-	6,955	11,722
NET INCOMING/(OUTGOING) RESOURCES	(515)	-	(515)	1,849
Gross Transfers between funds	-	-	-	-
NET MOVEMENT IN FUNDS	(515)	-	(515)	1,849
Total funds Brought Forward	15,111	82,671	97,782	95,933
TOTAL FUNDS CARRIED FORWARD	14,596	82,671	97,267	97,782

WELBORNE VILLAGE HALL

BALANCE SHEET

AT 31 DECEMBER 2019

	Note	2019		2018	
		£	£	£	£
FIXED ASSETS					
Tangible assets	2		80,108		80,923
CURRENT ASSETS					
Stocks		-		-	
Debtors		12		12	
Deposit Accounts		16,370		16,187	
Current Accounts		1,282		1,157	
Cash		100		100	
		<u>17,765</u>		<u>17,456</u>	
LESS: CURRENT LIABILITIES					
Amounts falling due within one year					
Creditors and Accrued Charges		606		597	
Bank Overdraft		-		-	
		<u>606</u>		<u>597</u>	
NET CURRENT ASSETS			<u>17,159</u>		<u>16,859</u>
CREDITORS					
Amounts falling due in more than one year			-		-
NET ASSETS	3		<u><u>97,267</u></u>		<u><u>97,782</u></u>
FUNDS					
Designated Income Funds	4		82,671		82,671
Undesignated Income Funds			14,596		15,111
Total Funds			<u><u>97,267</u></u>		<u><u>97,782</u></u>

..Dr..A..J..Maule.....
(Chairman)

Approved by the Trustees on ..April.2020.(by.e.mail.during Covid19 lockdown)

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

Note

1 Accounting Policies

These accounts are prepared in accordance with the Statement of Recommended Practice - Accounting by Charities (Charities SORP FRS102) and applicable accounting standards.

(a) Tangible fixed assets and depreciation

Provision for depreciation is made at the following rates:-

Office Equipment	25% reducing balance
Land and Buildings	No provision

(b) Taxation

As a charity Welborne Village Hall is not liable to corporation taxation.

2 Fixed Assets

	Furniture, Fixtures & Fittings	Land and Building	Total
Cost			
Balance at 1 January 2019	13,582	75,171	70,941
Additions	837	0	6,495
Disposals			
Balance at 31 December 2019	<u>14,419</u>	<u>75,171</u>	<u>89,591</u>
Depreciation			
Balance at 1 January 2019	7,830	0	7,830
Charge	1,652	0	1,652
Disposals			
Balance at 31 December 2019	<u>9,482</u>	<u>0</u>	<u>9,482</u>
Net Book Value			
Balance at 31 December 2019	<u>4,937</u>	<u>75,171</u>	<u>80,109</u>
Balance at 1 January 2019	5,752	75,171	80,924

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

3 Analysis of Net Assets by Funds

	Undesignated Funds	Designated Funds	Total
	£	£	£
Fixed Assets	4,937	75,171	80,108
Current Assets	10,265	7,500	17,765
Current Liabilities	(606)	-	(606)
	<u>14,596</u>	<u>82,671</u>	<u>97,267</u>

4 Analysis of Designated Funds

	<u>2019</u>	<u>2018</u>
Land and Buildings	75,171	75,171
Building Repairs and Maintenance	7,500	7,500
	<u>82,671</u>	<u>82,671</u>

The trustees have elected to designate £75,171 of the General Funds to cover the net book value of the hall and the hall extension.