

**Worth Matravers Village Hall
Accounts for the year ended
31 December 2020**

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Year ended 31 December 2020.**

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Worth Matravers Village Hall Year ended 31 December 2020.

Information

Constitution

The Village Hall and School House are owned by the Worth Matravers Village Hall Trust which is a Registered Charity No. 301207, The Trust is constituted under a Scheme approved by the Charity Commission dated 30 June 1998 which replaced the original Trust Deed dated 30 January 1950.

The principal objective of the Trust is:

"... the provision and maintenance of a village hall for the use of the inhabitants of the Village of Worth Matravers (hereinafter called the area of benefit) without distinction of political, religious or other opinions, including for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants"

The Trust is managed by a Management Committee and the members of the Committee are trustees of the Trust. A number of local organisations have the right to nominate trustees including Worth Parish Council and the Worth Parochial Church Council. Other members are elected by the residents of Worth Matravers at the Trust's Annual General Meeting. The Committee has the power to co-opt trustees to fill casual vacancies.

Management Committee & Trustees

The trustees who served during the year were:

N Viney – Chair
C Barnes
C Bonfanti
D Cosh
R Gould
M Hardy (Resigned 6 April 2021)
M Hill
J Hynan – Treasurer
R Lobley
C O'Reilly (Resigned 22 February 2021)
J Ross

Worth Matravers Village Hall Year ended 31 December 2020.

Chair's Report

Introduction

I suppose that in partnership with the Parish Council and the Church, we in the Village Hall try to make this village a better place to live in and visit. And even a relatively small charity such as ours has been challenged like never before during this Covid Year.

In one sense we have had an easy year: no Fete, no other major summer/winter events, etc etc but throughout the year I have felt the urgent need to do whatever we could to fill the void. And I've been incredibly grateful for having a group of positive cheerful trustees who were always prepared to deal with the latest new situation we were facing. If I had to think of a motto for this year for WMVH it would be "We can do this!"

Events

- Plant Sales and Bric a Brac

Last spring and now again at the end of May 2021, a splendid band of plant and bric a brac enthusiasts are selling their wares and raising funds for charity, particularly for our most local one, My Time. Last year they raised £1,515, but not only that, they raised flagging spirits and morale.

- PASH (Purbeck Artists & Stallholders)

Once again, Di Quinn and her wonderful group of artists and crafts people put on two great displays of local work and made their many visitors feel welcome despite all the restrictions. They actually sold more than in 2019, despite being unable to provide refreshments.

- The Village Takeaway

I want to mention this, though it didn't involve any of us in the Village Hall. Thank you, Diana and Dave, for keeping this going throughout the year. It was a vital focus for getting together outside to keep our villagers and visitors cheerful.

- The Village Whatsapp Group

I was impressed that right at the beginning of the first lock down, Amanda Bursey launched this group offering help to anyone in the village who needed it. This attitude was infectious, and throughout the year, I heard many lovely stories of exceptional kindness. It is one of my aims for the coming year to keep this care going for those who need it most. Much of it happens naturally, but I am interested in a scheme which has been launched recently which formalises this care. It may be more suited to towns and cities, but I want to at least explore whether a version of it could work in a small village like ours.

The Village Hall Trustees

I want to thank you all, but special mention must be made of

Rick Gould who has spent many hours deciding what building work is needed in the School House and the Village Hall itself. Covid has made this job twice as time consuming but Rick has quietly and determinedly persisted, and we are now nearly at the point of choosing a builder and starting the work.

John Hynan, our treasurer, who has quietly applied for and received three Covid related grants for the Hall. Nothing phases him and he is calmness personified. The perfect treasurer!

Worth Matravers Village Hall Year ended 31 December 2020.

Chair's Report – continued

Jack Ross, our communications tsar (!), has kept up our vital Village Directory and Website and sent round news at regular intervals both about the few events we have put on but also other Covid related information (including a great Christmas newsletter put together by Claire Barnes). We know that Jack wants to be relieved of this commitment and it is a priority for us to find another way of doing this vital job. Jack, you have been magnificent in serving this village in so many ways. We can't thank you enough.

Rob Loble, our Hall bookings officer, who has had a quiet year but again is always ready to help. Special thanks to Claude Bonfanti who carefully went through all the new Covid rules for Village Halls when they first came out and became our unofficial Covid officer for the year.

Claire Barnes and Dawn Cosh have been excellent minute takers. Thank you both.

Ceri Vosper has been our link person to the Parish Council, and she's been really good at it. When there was no-one performing this role, it led to some painful misunderstandings, but Ceri has eliminated all that. Thanks Ceri.

Special thanks too to Charles O'Reilly and Maggie Hardy who have both been wise counsellors during their time as trustees but have decided to stand down.

We are now looking for some new trustees. All you need is a love of the village, enthusiasm, and an ability to drink a glass of wine with us when we meet.

The Future

This coming year, we have deliberately not planned much because the pain and trauma of recent months is still with us. We need a gentle recovery plan.

At our recent meeting, we decided the emphasis this summer should be on a couple of low key events. We are planning a Bring Your Own Picnic on the Green in July, and maybe a community lunch up at the pub in September/October. PASH will be here again in the summer and at Christmas and hopefully there will be some Film Club showings throughout the winter. Watch this space!

Let's hope (and I personally think there is good reason to hope) that by this time next year, we will be planning a Fete, a Feast on the Green, and, who knows, a Centenary two years late!

Very best wishes

Nick Viney
Chair
nickviney@hotmail.com 01929 439121
April 2021

**Worth Matravers Village Hall
Income & Expenditure Account
Year Ended 31st December 2020**

	Jan - Dec '20	Jan - Dec '19	£ Change	% Change
Ordinary Income/Expense				
Income				
School House rent	6,300	6,300	0	0%
Village hall hire charges				
Equipment hire charges	30	0	30	100%
Village hall hire charges - Other	1,003	4,691	-3,688	-79%
Total Village hall hire charges	1,033	4,691	-3,658	-78%
Fund Raising				
Fund raising income	-2	1,518	-1,520	-100%
Fund raising expenses	-121	-350	229	66%
Total Fund Raising	-123	1,168	-1,291	-111%
Wayleave fees for s/station	361	298	63	21%
Gifts and Donations Income	75	75	0	0%
Grants (inc Gift Aid recovery)	10,000	0	10,000	100%
Total Income	17,646	12,532	5,114	41%
Expense				
Advertising	108	108	0	0%
Bank Service Charges	60	60	0	0%
Expensed Equipment	1,226	1,969	-744	-38%
Insurance				
Property Insurance	1,201	1,177	25	2%
Total Insurance	1,201	1,177	25	2%
Licenses and Permits	167	163	4	2%
Maintenance				
Cleaning / Waste Disposal				
Cleaning charges	390	565	-175	-31%
Cleaning supplies	73	63	10	16%
Rubbish/Waste Disposal	0	154	-154	-100%
Total Cleaning / Waste Disposal	463	782	-319	-41%
Gardening	420	360	60	17%
Repairs				
School House repairs	672	711	-39	-6%
Village hall repairs	0	95	-95	-100%
Equipment Repairs	250	0	250	100%
Total Repairs	922	806	116	14%
Maintenance - Other	144	0	144	100%
Total Maintenance	1,949	1,949	1	0%
Miscellaneous Expenses	190	192	-1	-1%
Sundry Admin. Costs				
Office Supplies	30	0	30	100%
Sundry Admin. Costs - Other	0	30	-30	-100%
Total Sundry Admin. Costs	30	30	-0	-1%
Utilities				
Electricity	362	1,380	-1,018	-74%
Water	101	93	7	8%
Total Utilities	463	1,473	-1,011	-69%
Website / telephone				
Website costs	189	210	-21	-10%
Telephone charges	672	626	47	8%
Total Website / telephone	861	836	26	3%
Total Expense	6,256	7,957	-1,701	-21%
Net Ordinary Income	11,391	4,575	6,816	149%
Other Income/Expense				
Other Income				
Interest Income	90	90	1	1%
Total Other Income	90	90	1	1%
Net Other Income	90	90	1	1%
Net Income	11,481	4,665	6,816	146%

**Worth Matravers Village Hall
Reserves and Long Term Liabilities
Year ended 31 December 2020**

	<u>2020</u>	<u>2019</u>
Equity:		
Brought forward	45,750	41,085
Income(deficit) for the year	11,481	4,665
Transfer (to) from Provisions for long term liabilities	-30,867	
Carried forward	<u>26,364</u>	<u>45,750</u>
 Provisions for Long Term Liabilities:		
Provision for Village Hall Repairs		
Brought forward	50	50
Transfer from Reserves	13,850	-
Expenditure in the year	-	-
Carried forward	<u>13,900</u>	<u>50</u>
 Provision for School House Repairs		
Brought forward	5,420	5,420
Transfer from Reserves	17,017	-
Expenditure in the year	-	-
Carried forward	<u>22,437</u>	<u>5,420</u>
Total Provisions for Long Term Liabilities	<u>36,337</u>	<u>5,470</u>

**Worth Matravers Village Hall
Balance Sheet
31st December 2020**

	<u>Dec 31, '20</u>	<u>Dec 31, '19</u>	<u>£ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Current/Savings				
CAF Cash Account	3,393	5,020	-1,627	-32%
CAF Gold Account	27,567	14,553	13,014	89%
CAF 90 Day Notice Account	30,555	30,478	76	0%
Cash	35	18	17	94%
Total Current/Savings	<u>61,551</u>	<u>50,070</u>	<u>11,481</u>	<u>23%</u>
Other Current Assets				
Film Hire Deposit	150	150	0	0%
Total Other Current Assets	<u>150</u>	<u>150</u>	<u>0</u>	<u>0%</u>
Total Current Assets	<u>61,701</u>	<u>50,220</u>	<u>11,481</u>	<u>23%</u>
Fixed Assets				
Village Hall & School House	1,000	1,000	0	0%
Total Fixed Assets	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0%</u>
TOTAL ASSETS	<u>62,701</u>	<u>51,220</u>	<u>11,481</u>	<u>22%</u>
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
Prov'n for Village Hall repairs	13,900	50	13,850	27,639%
Prov'n for School House repairs	22,437	5,420	17,017	314%
Total Long Term Liabilities	<u>36,337</u>	<u>5,470</u>	<u>30,867</u>	<u>564%</u>
Total Liabilities	<u>36,337</u>	<u>5,470</u>	<u>30,867</u>	<u>564%</u>
Equity				
Opening Bal Reserves	1,000	1,000	0	0%
Reserves	13,883	40,085	-26,202	-65%
Net Income	11,481	4,665	6,816	146%
Total Equity	<u>26,364</u>	<u>45,750</u>	<u>-19,386</u>	<u>-42%</u>
TOTAL LIABILITIES & EQUITY	<u>62,701</u>	<u>51,220</u>	<u>11,481</u>	<u>22%</u>

Worth Matravers Village Hall Year Ended 31 December 2020

Treasurer's Report

Overall Results and Financial Position

The net surplus for 2020 was £11,481 (2019 £4,664) an increase of 146% on last year. The main reason for the increase was the grant from Dorset Council of £10,000 made from the Retail, Hospitality and Leisure Grant Fund. Without this grant the result would have been a surplus of £1,481. This grant offset the fall in hall hire income and income from the fete. Equity Reserves have fallen from £51,220 to £26,364 after transferring £30,867 (2019 £Nil) from Reserves to Provisions for Long Term Liabilities, which now total £36,337 (2019 £5,470).

Assets & Liabilities

Current Assets:

These consist of bank current and deposit accounts and cash and amount to £61,551 (2019 £50,070). Other current assets represent a refundable deposit of £150.

Non-Monetary Assets:

The accounts include Fixed Assets of £1,000, the book value of the land and buildings used by the charity, being the Village Hall and School House (with freehold vested in the Official Custodian for Charities). The current value for insurance purposes is £774,041.

Other Assets (Non-Endowed):

The value of fittings, furniture and equipment in the Village Hall and School House have been revalued for insurance purposes as £14,096 plus £5,461 for Electronic and Computer equipment with additional all Risks cover for the defibrillator, marquee, and gazebos.

Long Term Liabilities – Provisions for repairs to property:

Having carried out a detailed review of work likely to be needed in the coming years for the Hall and School House the Committee has increased the provisions for repairs by way of a transfer from Reserves of £13,850 to the Provision for Repairs to the Hall and £17,017 to the School House, total £30,867 (2019 £Nil). Provisions after these transfers are £13,900 for the Hall (2019 £50) and £22,437 (2019 £5,420) for the school House

Receipts and Payments

Despite the Hall being closed for a large part of 2020 we have been able to show a surplus of £11,481 (2019 £4,665) for the year thanks to the £10,000 Grant and the rent received from the School House. The increased surplus represents an increase of 41% in income and a decrease of 21% in expenses.

Key points of note are:

Income:

School House: there has been no change in tenancy during the year.

Village Hall Hire: This amounted to £1,033 (2019 £4,691). The only major income in the year was from Purbeck Artists and Stallholders at Christmas from whom we received £532 (2019 £2,066 two events).

Fund Raising: The Village Fete was cancelled. The Fete Group did however organise a plant sale which raised £1,515 which they donated to MyTime.

Gifts, Donations and Grants: A £10,000 grant was received from Dorset Council made from the Retail, Hospitality and Leisure Grant Fund. Further grants have been received in 2021 amounting to £9,431. The Parish Council donated £75 (2019 £75) towards the cost of the Christmas Tree on the Green.

Worth Matravers Village Hall Year Ended 31 December 2020

Treasurer's Report - continued

Expenses:

Overall expenditure £6,226 shows a decrease 21% (2019 £7,957). Notable variances from the previous year are as follows:

Expensed Equipment: This is the largest item in expenses at £1,226 (2019 £1,969) and reflects the continued wish of the Committee to improve the facilities we offer. The major purchases during the year were:

- Renewal of Fire Alarm - £978
- Hand gel dispensers - £202

Cleaning and waste disposal: 2020 £463 (2019 £782) a decrease of 40%. Due to the Hall being closed for most of the year.

Equipment Repairs: £250 (2019 £nil) being a payment to the Swanage Defibrillator Partnership for maintenance and training on the defibrillator.

Electricity: The reduction in electricity cost from £1,380 in 2019 to £362 this year was due to a refund of £1,108 for overpaid electricity charges in 2019/20.

Accounts inspection

Under Charity Commission rules we are not required to have an Independent Examination as our income and net assets are well below the minimum levels. The Committee has therefore decided not to seek to appoint an Independent Examiner.

Hugh Cochrane, the past Treasurer, has carried out a review of the accounts and financial records.

Reserves Policy

It is a requirement of The Charities (Accounts and Reports) Regulations 2008 (SI 2008 No 629) that we include a Reserves Policy in our Annual Report – *see attached*.

The Trust's reserves are set at a percentage of the insured value of the Trust's assets. The target figure for 2020 on this basis is a figure of between £54,000 and £66,000.

John Hynan
April 2021

Worth Matravers Village Hall Year Ended 31st December 2020

Reserves Policy

Charity law requires charities to spend income within a reasonable period, so it is considered good practice and now a legal requirement for charities to explain why they hold funds in reserve.

The Charities (Accounts and Reports) Regulations 2008 (SI 2008 No.629) requires that the Trustees of Charities must report their Reserves Policy in their Annual Report in a way that meets the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities (the Charities SORP). In the case of smaller charities this can be done following the guidelines laid down by the Charity Commission in their publication **Charities and reserves (CC19)** – Annex 1.

The following is an update of Worth Matravers Village Hall (WMVH) Reserves Policy:

1. Why does WMVH need reserves?

The main reasons for holding reserves are:

- a) To provide financial resources in the event of an unforeseen emergency.
- b) To undertake continuous improvement to the facilities provided to ensure they comply with required legislation and are maintained at a standard suitable for their purpose.
- c) To provide a fund for major improvements or refurbishment projects.

2. How much do we need to hold in reserves?

We already set aside funds to provide for major Village Hall and School House repairs, these and certain other liabilities are not required to be included within this Reserve Policy – see below.

The amount which we might need to fund any of the eventualities in (1) is, of course, a matter of judgement of events which might or might not happen. However, following discussion with the Trustees in 2020, it was considered appropriate that we should hold reserves equivalent to 7.5% of the insured value of the Trust's assets plus or minus 10%. That is between £53,000 and £65,000.

3. What are our current reserves?

Total assets at the 31 December 2020 amounted to £62,701, however, some of these funds are designated for future spending or are not available for the purposes of this Reserves Policy – see summary below:

Total Net Assets	62,701
Less: Provision for Village Hall repairs	13,900
Provision for School House repairs	22,437
Book value land and buildings	1,000
Current Reserves	£25,364

Conclusion

The above level of reserves is below the bottom end of our target level. However, the Committee does not believe that, currently, any further action is necessary.

John Hynan
Treasurer
April 2021