

**Sampford Brett Village Hall**  
**Annual Report and Accounts**  
**Year to 30th September 2019**

**Trustees' annual report for year to 30th September 2019**

The Managing Trustees present their report for the year ended 30th September 2019 which should be read in conjunction with the attached financial statements for the same period.

**Legal Status**

The Charity is established by Trust Deed dated 12th February 1981, amended with approval of the Charity Commission on 12th November 2004. The Parish Council of Sampford Brett is the Custodian Trustee, in whom the land is vested. The charity commission number is 268277.

**Objects, policies and organisation**

The trust is established to provide and maintain the Village Hall for the use of the inhabitants of Sampford Brett without distinction of political, religious or other opinions, including use 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 hall is available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient to meet the ordinary expenditure incurred in providing the hall.

The management committee, who are the managing trustees, is elected or appointed on an annual basis, with the offices being elected from the membership of the committee. The annual general meeting is usually held in November.

**Review of the year**

The Committee met 7 times during the year.

The main focus for the year has been a progressive consolidation of the business agenda, hopefully leading us towards a position where we are able to utilise valuable committee time better and smarter. To that end, we have revised the agenda to focus on mandatory items, prioritised projects for discussion during the year, and brief "business as usual" items. For most of the year, this has led to a focus on things like ensuring adequate Insurances are in place, the Treasurer's role, the Hiring Agreement, minor hall maintenance and enhancements and the wider curtilage such as the escape routes and car park area.

For next year, we anticipate a further consolidation around Health and Safety and the General Data Protection Registration - boring stuff perhaps but non-negotiable! After that, we hope to be able to start sprucing the hall up in line with the Acorn Project's recommendation to conduct prudent refurbishments to the hall alongside further exploration of more major undertakings - resources permitting.

## Finances

You will see from the figures below that overall we finished the year with a deficit of income over expenditure. However, this needs to be seen in context:

- We have enhanced the fire security of the hall
- We have updated the electrics in the hall and the garage
- We have updated the audio/visual equipment
- We have purchased a White Board
- We have maintained the fencing around the car park (a responsibility required by our Lease)

As a committee we feel that we have acted prudently with village hall funds by consolidating and enhancing the infrastructure as described, and aim to maintain that approach in the coming year.

Sadly, we have continued to witness a decline in the number of lettings for the hall which has contributed to the final financial position. Nonetheless, it should be noted that these figures do not include the £2600 generously donated by Sampford Brett Activities group (SBAG) - £1300 for the General Fund and £1300 for the Hall Refurbishment Fund - as the accounts were closed before these monies were transferred. Once again, a big thank you to SBAG for their continued support!

Finally, a quick word about the Treasurer's role. After David Drabble's retirement, we struggled to find someone who could dedicate the required time to takeover the role, and consequently when Vere Kennett was appointed there was a considerable backlog of work to be done. We're happy to report that this has now been addressed, but not without considerable effort on Vere's part, so the Committee would like to note their gratitude for her tenacity and zeal!

## Responsibility for the financial statements

The managing trustees (i.e. the management committee) are responsible for the preparation of the financial statements and for keeping proper accounting records which disclose the financial position of the charity. They have elected to prepare financial statements on the receipts and payments basis with an accompanying statement of assets and liabilities.

## Management committee membership.

The officers and members of the committee and their appointing body, if appropriate, are:

Andy Busby	Chair	Elected
Dave Smith	Secretary	Elected
Vere Kennett	Treasurer	Elected
Charles Cadby	Lettings and Maintenance	Recreation Club
Liz Blazey		Parochial Church Council
Brenda Payne		Elected
Richard Currie		Gardening Club

The Independent examiner is Mr Philip Swan; he has given his services free of charge.

Approved by the Trustees

Signed:

Mr David Smith, Secretary, Leabeck, Sampford Brett, TA4 4JX November 2019

## **Independent examiners report to the trustees of Sampford Bridge Village Hall**

I report on the accounts of the charity for the year ended 30th of September 2019 which are set out on the following pages.

### Respective responsibility of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 43(2) of the Charities Act 1993 (The Act) does not apply. It is my responsibility to state, on the basis of the procedure specified in the general directions given by the charity commissioners under section 43(7)(b) of The Act, whether particular matters have come to my attention.

### Basis of the independent examiners report

My examination was carried out in accordance with the general directions given by the charity commissioners. An examination includes a review of the accounting records kept by the charity and the comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 view given by the accounts.

### Independent examiners statement

In connection with my examination, no matter came 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 41 of The Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

The Old Rectory  
Sampford Brett  
Taunton  
TA4 4LA

Date

Signature



# Sampford Brett Village Hall

## Statement of Assets and Liabilities as at 30th September 2019

<b>Fixed Assets</b>	<b>30/09/2019</b>	<b>30/09/2018</b>
	£	£
Land buidlings and fixed equipment	25,869	25,869
Stores, including extension	1,708	1,708
	<u>27,577</u>	<u>27,577</u>

<b>Furniture</b>	<b>Year of acquisition</b>	<b>Cost £</b>
Clavinova	)	
Screen	)	
Carpet	) Pre-1980	Pre-1980
Ladder	)	
chairs	2017	754
4 Oblong folding tables	1999	363
7 Oblong folding tables	2000	604
Henry vacuum cleaner	2004	94
10 small folding tables	2005	680
2 armchairs	2005	140
Multi-media DLP projector	2007	525
High fi system	2019	271
Kitchen blind	2007	53
Microwave oven	2015	75
Blinds	2013	950

### Monetary assets and liabilities (unrestricted)

<b>Cash (as per Receipts and Payments Account)</b>	<b>30/09/2019</b>	<b>30/09/2018</b>
	£	£
Shawbrook Bank 60-day notice account	11,000	
Shawbrook Bank Fixed Term	3,000	
CAFBank	0	
Lloyds TSB	2,840	11,238
Cash	143	6,300
	<u>16,983</u>	<u>17,538</u>
<b>Debtors and prepayments:</b>		
Letting income due,	0	124
Prepaid insurance, PRS/PPL lewy and advertising	246	0
Less: Provision for water and electricity used	701	640
		0
Cash in coin boxes not yet used	0	0
Net Monetary Assets less Liabilities	<u>17,930</u>	<u>18,302</u>

The fixed assets and furniture are insured for £319,250, which includes a special surplus offered by the insurance company over the basic valuation of £259,000

Approved by committee

Vere Kennett  
Hon Treasurer  
Date:

Andy Busby  
Chairman  
Date: