

**HANSLOPE VILLAGE HALL CIO  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**CHARITY NUMBER 1165557**

**Hanslope Village Hall  
Newport Road  
Hanslope  
Milton Keynes  
MK19 7NZ**

**HANSLOPE VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION (CIO)**  
**CHARITY NUMBER 1165557**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

Respective Responsibilities of Trustees and Examiner

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.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 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 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 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:

- (a) 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 Act; and
  - Financial Statements are prepared which agree with the accounting records and comply with the accounting requirements of the Act;

or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Financial Statements to be reached.

  
K Browning ACMA

27/12/18  
Date

**HANSLOPE VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION (CIO)**  
**CHARITY NUMBER 1165557**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

Governing Document

Hanslope Village Hall was built in the middle of the nineteenth century. Originally a village school it became the Property of St James the Great Church Sunday School Charity and was used as a Parish Hall. The conveyance document being dated 3rd December 1935. The Diocesan Trustees (Oxford) became Custodians of the property on 14th November 1977. The property was held on a forty year lease under a trust deed dated 12 June 1979 (and amended in 1983 and 1996) as a public charitable trust named Hanslope Village Hall Charity Registration Number 281981. The Hanslope Village Hall CIO Charity Registration Number 1165557 took over full responsibility for the lease and all assets, creditors and Debtors of the 1979 Hanslope Village Hall Charity on 1st April 2016.

Objects of the Charity

Hanslope Village Hall shall be held on trust as a Village Hall for the use of the inhabitants of the Parish of Hanslope without distinction of sex or 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.

Summary of the Main Activities in relation to these Objects

Hanslope Village Hall is available for hire by village organisations and individuals at preferential rates over those offered to non-residents of the Parish and other organisations. Regular activities include a pre-school, various sports group activities, Women's Institute meetings, a craft club, drama group who stage shows in the Hall, a model club, Yoga and Pilates Classes. The Hall is regularly hired for children's parties and adult celebrations of one sort or another. Regular events are held to raise funds for the Village Hall activities.

Trustees

<i>Name of Trustee</i>	<i>Office Held</i>	<i>Date Appointed</i>	<i>Duration of appointment</i>
Mr Andrew Philip Grout	Chair	1st April 2016	3 years
Mr Robert George Hayward	Secretary	1st April 2016	4 years
Dr John Eric Sorrell	Treasurer	1st April 2016	2 years
Mrs Sheila Mobley		1st April 2016	3 years
Mr Andrew Leonard Archer		1st April 2016	4 years
Mr Gavin Graham Ruse		1st April 2016	1 year
Mr Matthew N. Irvine		1st April 2016	2 years
Mrs Emma Louise Taverner		1st April 2016	3 years (nominated User Groups)
Mrs Elizabeth Anne Ayres		1st April 2016	2 years
Mrs Linda Joan Edith Jones		1st January 2018	3 years
Mr Andreas Elia		1st January 2018	3 years

Board of Trustees selection

The first eleven Trustees were previously Trustees of the 1979 Village Hall Charity nominated to the new CIO. Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Each user group may nominate a Representative User and the Representative Users together will appoint one nominated trustee to serve for three years.

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**FOR THE YEAR ENDED 31 MARCH 2018**

Reserves Policy

A reserve of £3,000 is held within the General Fund to cover fluctuations in income receipts and expenses payments and emergency expenses such as urgent repairs.

A reserve is held to satisfy the condition of the lease to return the hall to the Parochial Church Council in "good and substantial repair" at the end of the term. This reserve currently stands at £11,000, which is held in the Bank. Internal redecoration is proposed for 2018-2019 financial year. Reserves are being held to reorganise storage areas in the Hall.

A reserve of £4,000 is also being held within the General Fund to cover fees for the renewal of the lease.

Chairman's Report

*(see next page)*

**HANSLOPE VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION (CIO)**  
**CHARITY NUMBER 1165557**  
**CHAIRMAN'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

This is the first year that we have operated as a charitable incorporated organisation (CIO). It was on the advice of our solicitors that we reviewed the constitution and the governing document of the registered charity, as part of the work carried out to renew the lease we hold on the Hanslope Village Hall. Following their advice and consultations with our fellow trustees, it was agreed to transition the charity into a CIO. In doing so we carefully retained some of the elements we felt were important in running a community building, namely that the Trustees should be residents of the Parish of Hanslope. We were also keen that our users of the Hall also retained a voice in regard to the management of the Hall. One of the Trustees is designated as the representative of the user groups. Their role is to be the conduit for the users to the Board of Trustees. The Board of Trustees are therefore drawn from members of the local community and all have a passion for seeing the Hall thrive as an asset to the village. The Chairman, Treasurer and Secretary form the Executive Committee and they meet four times a year. The Executive Committee carry out the background work, working up proposals for the Board of Trustees to discuss and challenge at their meetings which are also held four times a year.

This has been another successful year in terms of managing an important community facility. We have been able; thanks to some committed members of our community to maintain our income streams and record a small deficit.

Hanslope Village Hall (HVH) is a vital part of the community. Apart from being situated in the heart of the village, the Hall is the centre for activities which serve a number of communities of interest from art and craft to circuit training. But more importantly it serves the whole age span of our residents from the pre-school to the older residents.

The Hall, as I have said, is an important community facility and our lease with the Diocese of Oxford and the Hanslope Sunday School Trust is due for renewal in 2019. We have already started negotiations with the interested parties, but the process is proving to be quite slow.

The Hall provides a multi-use space too. In a typical day the mornings provide a home for the Pre School, later in the day it could be used for a craft club and in the evening it provides meeting facilities for the Parish Council. Throughout the year it is a space which can be used for events.

Again this year we have been supported by events organised by Mat Irvine, a local resident and a member of the Board of Trustees and Paul Fitzmaurice who are model enthusiasts. The most successful of these being *smallspace*, which drew an audience from far beyond the village, possibly because of its highlight, Daleks in the High Street! I would like to take the opportunity of thanking them both for their support. These private bookings and events are the backbone of our fundraising, as we do not have the capacity within the Board of Trustees now to fund raise as we have in the past.

Martin Palmer and his team organised the Horticultural Show, which built on the success of last year's show. The entries were numerous and varied and the Hall was full of exhibits, especially given it was not the best of growing seasons.

I would like to thank the members of the Village Hall 100 Club. Their on-going support of £1 a month really is important. Unfortunately the numbers subscribing to the 100 club were on the decline, but the Board of Trustees have implemented a revised prize structure, which appears to be reversing this trend.

These events are vital to the sustainability of the Hall and they take a lot of organising. We need more volunteers to help us. We also need someone who can find the time to co-ordinate the volunteers. So, if you or anyone you know has time we would appreciate the help.

These fundraising activities have enabled us to continue to designate financial resources to improve the marketability of the Hall as a venue for private functions. We have upgraded both the heating and the hot water systems, with a new boiler which is far more efficient and HIVE controllers which means we can vary the heating in the separate halls as well as ensuring the halls are not heated when they are vacant.

We were very grateful to receive match funding from a local charity FEOFFEE Estates Trust in response to a partnership bid with Hanslope Entertainments Group to enable us to invest in LED lighting not only for the staging of theatrical productions but also to provide themed lighting for private events such as parties and wedding receptions. This will be followed this year with the purchase of round tables for private functions.

The Parish Council secured funding to improve the side car park. This was completely excavated, levelled and resurfaced. Not only is it now more useable but has also improved the look of the outside perimeter of the building.

At the heart we need people to give time on the Board of Trustees, which is not as onerous as it sounds. The commitment is for a couple of hours, quarterly. Obviously it is appreciated if committee members can take some of the weight from the officers by sharing the workload. We also need people to help in working parties to maintain the Hall and as previously stated help at events, serving refreshments, manning the door etc.

I would like to take the opportunity of thanking all my colleagues on the Board of Trustees. This year we had to accept two resignations. Our constitution allows us to have a committee of up to 15 members. The Hall needs a team of committed people to ensure the Hall is sustained for the community it serves. I said it last year and I'll repeat it again, as it remains important. Whatever the future holds for the Village Hall one thing is certain, it will be a challenge and one that needs support from the local community to meet. We need all the help, without that help the village could lose its most important community asset.

Some years ago, when the Hall faced financial difficulty and possible closure, the Parish Council asked the village residents if they would accept a precept of £10 per household to safeguard the Village Hall. The parish accepted and every year a sum of £4,000 has been received from the PC. This has proven vital to close the gap between our income and expenditure. However we believe that to be under threat and if this is rescinded it will cause us to have to reconsider how we can manage to rebalance our finances. One consideration which will have widespread implications would be to have to raise our hiring charges.

This is not the only threat to our future existence. Like many other rural villages we are faced with major housing developments which if successful could yield up significant Section 106 funding to potentially invest in a new community hall.

So we are under no illusions that we have some challenges ahead of us. But I am confident my fellow Trustees and the community who support us will rise to those challenges

Andrew Grout  
Chairman - Hanslope Village Hall Trust C.I.O.  
15th August 2017





**HANSLOPE VILLAGE HALL TRUST**  
**CHARITY NUMBER 281981**  
**STATEMENT OF FINANCIAL ACTIVITIES**

<b>FOR THE YEAR ENDED 31 MARCH</b>		<b>2018</b>	<b>2017</b>
	Note		
<b>INCOME</b>			
Hall Hiring Income		22,434	18,407
Donations		109	19
Parish Precept		4,000	4,000
Fee/Grant to Lighting		0	3,180
Investment Income	2	<u>27</u>	<u>43</u>
		26,570	25,649
<b>EXPENDITURE</b>			
Hall Running Costs	3	26,106	25,387
Governance Costs	3	<u>807</u>	<u>4,697</u>
		(26,913)	(30,084)
		<u>(344)</u>	<u>(4,435)</u>
Investment Gains / (Losses)		0	0
<b>NET OPERATING INCOME FOR THE YEAR</b>		<b><u>(344)</u></b>	<b><u>(4,435)</u></b>
<b>FUNDRAISING ACTIVITY</b>			
Fundraising Income		5,556	4,999
Fundraising Expenses	3	<u>(1,624)</u>	<u>(1,511)</u>
		3,932	3,488
<b>CAPITAL MOVEMENTS</b>			
Capital Grants Received		0	3,180
Capital Grants Spent		0	(3,180)
Depreciation	6	<u>(1,263)</u>	<u>(8,280)</u>
		(1,263)	(8,280)
<b>NET MOVEMENT IN FUNDS</b>		<b>2,327</b>	<b>(9,227)</b>

Charity Commission figures		
	£	£
Income	26,570	
Fundraising	<u>5,556</u>	32,126
Expenses	26,913	
Fundraising	1,624	
Depreciation	<u>1,263</u>	
Profit		<u>(29,800)</u>
		<u>2,326</u>



## HANSLOPE VILLAGE HALL TRUST

CHARITY NUMBER 281981

### NOTES

(Forming part of the Financial Statements)

#### 1 Accounting Policies

The principle accounting policies of the Trust are set out below:

##### Basis of Preparation

These Financial Statements have been prepared in accordance with accounting standards, Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), and the Charities Act 2011, under the accruals and going concern basis.

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value).

There has been no change to the accounting policies since last year, and no changes have been made to Financial Statements for previous years.

##### Incoming Resources

Incoming Resources are included in the Financial Statements when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising income) the incoming resources and related expenditure are reported gross in the Financial Statements.

Grants and donations are only included in the Financial Statements when the charity has unconditional entitlement to them. Tax reclaims are included at the same time as the gift to which they relate.

The value of voluntary help received is not included but is described in the annual report.

Investment income is included in the accounts when receivable.

Investment Gains / (Losses) includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

##### Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### Grants and Donations

Building improvements funded directly by grants paid to contractors are included as income and expenditure within the Financial Statements.

been received and there are no conditions to be met relating to them which remain in the control of the charity.

##### Fixed Assets and Depreciation

Assets are capitalised if they can be used for more than one year, and cost at least £500.

Investments quoted on a recognised stock exchange are valued at market value at the year end.

Depreciation is provided to write off the cost less estimated residual value (and grants where appropriate) of tangible fixed assets by instalments over their estimated useful economic lives as follows:

Building and Improvements	10% per annum	on original known cost
Plant and Machinery	25% per annum	on original known cost

**HANSLOPE VILLAGE HALL TRUST**  
**CHARITY NUMBER 281981**  
**NOTES**  
**(Forming part of the Financial Statements)**

**2 Investment Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Investment Interest	0	0
COIF Interest	27	50
	<u>27</u>	<u>50</u>

**3 Expenditure**

Fees for Examining the Financial Statements

No fees were paid for the independent examination of these Financial Statements.

Analyses of Expenditure

The resources expended have been analysed on the functional basis provided by Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005).

*Fundraising Expenses*

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Event and Administration Expenses	820	661
100 Club Prizes	804	851
	<u>1,624</u>	<u>1,511</u>

*Hall Running Costs*

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Rent and Rates	129	246
Heat, Light and Power	2,821	3,030
Travelling Expenses (manager)	0	0
Printing and Stationery	295	237
Equipment Hire purchase and Maintenance	2,224	1,784
Maintenance	12,190	12,416
General Expenses/insurance	1,620	1,068
Staff costs	0	0
Hall Management Costs	890	5,508
Professional Fees	383	517
Licences	755	581
	<u>21,306</u>	<u>25,387</u>

*Governance Costs*

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Stamps, Telephone etc	807	697
Legal Fees	0	4,000
	<u>807</u>	<u>4,697</u>

**HANSLOPE VILLAGE HALL TRUST****CHARITY NUMBER 281981****NOTES****(Forming part of the Financial Statements)****4 Employees**

The Trust employed a manager part way through the year and terminated management company contract.

Management & Cleaning were contracted out

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Gross Wages and Salaries	4,800	0
Employer's National Insurance Contributions	0	0
	<u><b>4,800</b></u>	<u><b>0</b></u>

**5 Trustees and Other Related Parties**Trustee Expenses

No payment or reimbursement of out-of-pocket expenses have been made to any trustee or to a third party for any expenses incurred by a trustee during the year.

Related Party Transactions

No related party transactions have been undertaken by the charity during the year.

**6 Tangible Fixed Assets**

A unanimous minuted resolution of the Trustees on 12th July 2016 agreed to change the method of depreciation for these accounts to the straight line method:

Building and Improvements	10% per annum	on original known cost
Plant and Machinery	25% per annum	on original known cost

	<b>Building Improvements</b>	<b>Furniture &amp; Fittings</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2017	126,278		126,278
Purchase round tables		906	906
1) LED Lighting	5,327		5,327
2) New Boilers and pipework etc	6,174	0	6,174
At 31 March 2018	<u>137,779</u>	<u>906</u>	<u>138,685</u>
<b>Depreciation</b>			0
At 1 April 2017	126,624		126,624
Charge for the year	0	113	113
Charge on 1)	533		533
Charge on 2)	617		617
At 31 March 2018	<u>127,774</u>	<u>113</u>	<u>127,887</u>
<b>Net Book Value</b>			
At 1 April 2017	<u>11,155</u>	<u>0</u>	<u>11,155</u>
At 31 March 2018	<u><u>10,005</u></u>	<u><u>793</u></u>	<u><u>10,798</u></u>

**7 Investment Assets**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
NONE	<u><u>0</u></u>	<u><u>0</u></u>

**HANSLOPE VILLAGE HALL TRUST**  
**CHARITY NUMBER 281981**  
**NOTES**  
**(Forming part of the Financial Statements)**

**8 Debtors and Prepayments**

Amounts falling due within one year	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Hiring Debtors	2,007	310
Gift Aid	0	0
Prepayments	1,703	1,363
	<u>3,711</u>	<u>1,673</u>

**9 Creditors and Accruals**

Amounts falling due within one year	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Creditors	885	-47
100 Club Prize Fund	840	851
Accruals & Deferred Income (PAYE)	-288	0
	<u>1,437</u>	<u>804</u>

**10 Accumulated Funds**

Analysis

	<b>General Fund</b>	<b>Fixed Asset Fund</b>	<b>Fundraising Fund</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Assets	0	10,798	0	10,798
Investments	0	0	0	0
Cash	(4,325)	0	17,933	13,608
Investment account	0	0	11,279	11,279
Debtors and Prepayments	3,711	0	0	3,711
Creditors and Accruals	(1,437)	0	0	(1,437)
	<u>(2,051)</u>	<u>10,798</u>	<u>29,212</u>	<u>37,959</u>

General Fund

The General Fund is the main fund of the Trust into which all of the income for the use of the Village Hall is placed and from which all the operating expenditure is borne. In addition, donations, bequests and grants which are not restricted in use are included here.

	<b>Total</b>
	<b>£</b>
Fund brought forward from 2017	8,390
Add: Net operating Income for the year	(344)
At 31 March 2018	<u>8,046</u>

**HANSLOPE VILLAGE HALL TRUST****CHARITY NUMBER 281981****NOTES****(Forming part of the Financial Statements)**Fixed Asset Fund

This fund is made up of the tangible fixed assets of the Trust. It includes building improvements which are being depreciated and will belong to the Parochial Church Council at the end of the lease. It also includes items such as tables and chairs (described as Plant & Machinery) which belong to the Trust and are being depreciated.

	<b>Other Building Improvements</b>	<b>Plant &amp; Machinery</b>	<b>Furniture &amp; Fixtures</b>	<b>Total</b>
	<b>£</b>	<b>£</b>		<b>£</b>
Fund brought forward	11,155	0		11,155
plus additions 2017-2018	0	0	906	906
<b>TOTAL</b>	<b>11,155</b>	<b>0</b>	<b>906</b>	<b>12,061</b>
Less: Asset Depreciation	<u>(1,150)</u>	<u>0</u>	<u>(113)</u>	<u>(1,263)</u>
At 31 March 2017	<u>10,005</u>	<u>0</u>	<u>793</u>	<u>10,798</u>

Fundraising Fund

This fund is made up of income raised from the fundraising activities of the Trust. It is set aside to pay for capital items and major projects and not to be used against general running expenses of the hall, however, it may be used in this way if considered necessary by the Trustees.

	<b>Total</b>
	<b>£</b>
Fund brought forward	25,280
Add: Net Income from Fundraising Activity	<u>3,932</u>
At 31 March 2018	<u>29,212</u>