

**HANSLOPE VILLAGE HALL CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

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 2019**

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

11/11/19
Date

HANSLOPE VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION (CIO)
CHARITY NUMBER 1165557
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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	resigned 31st March 2019
Mr Andrew Leonard Archer		1st April 2016	4 years
Mr Gavin Graham Ruse		1st April 2016	1 year -renewed 01/01/19 for 3 years
Mr Matthew N. Irvine		1st April 2016	2 years
Mrs Emma Louise Taverner		1st April 2016	resigned
Mrs Elizabeth Anne Ayres		1st April 2016	resigned 31st March 2019
Mrs Linda Joan Edith Jones		1st January 2018	resigned 13th March 2019
Mr Andreas Elia		1st January 2018	3 years

Board of Trustees selection

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 2019

Reserves Policy

A reserve of £4,000 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.

A reserve of £4,000 is also being held by our solicitors (Hewitsons Ltd) 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 2019

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 June 2019. Negotiations with the Diocese of Oxford and the Parochial Church Council of St James the Great Hanslope have been underway for several years and are finally reaching a conclusion. We are anticipating signing a new 40-year lease. Despite this, we are well aware of the challenges posed by the new housing developments in the village. On a positive front, these could provide new hiring opportunities from the new residents. It could also provide an opportunity to bid for Section 106 funding for further improvements to the Hall. However, the challenge could come from the decision to build a new community facility again utilising Section 106 funds. We are keen to engage in dialogue with the local Parish Council and the local authority to ensure should this be the case the future of the Village Hall is part of any plans.

Over the past year, we have continued to invest in the fabric and facilities of the Hall. We have purchased round tables, table linen and chair covers to enhance the offer we can make to event planners. Since redecorating the Halls we noticed a severe degradation to the acoustics. We were very pleased to receive an anonymous donation to enable us to install acoustic panels in both halls which have improved the acoustics tremendously.

The Hall continues 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 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 fundraise 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 coordinate the volunteers. So, if you or anyone you know has time we would appreciate the help.

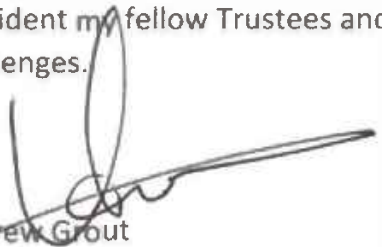
At the heart, we need people to give time on the Board of Trustees, which is not as onerous as it sounds. The commitment is for a couple of hours, quarterly. Obviously it is appreciated if committee members can take some of the weight from the officers by sharing the workload. We also need people to 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 three resignations, Sheila Mobley, Lin Jones and Liz Ayres, and I would like to thank them on behalf of the Trustees for their hard work and commitment. However, we were pleased to welcome two new Trustees to the Board, Jenni Alliss and Sarah Pollitt from 1st April 2019.

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 financial gap 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.

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.

1st July 2019

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH		2019	2018
	Note		
INCOME			
Hall Hiring Income		18,493	22,434
Donations		12	109
Parish Precept		4,000	4,000
Donation for Acoustic Panels		20,000	0
Investment Income	2	<u>54</u>	<u>27</u>
		42,559	26,570
EXPENDITURE			
Hall Running Costs	3	32,860	26,106
Governance Costs	3	<u>2,930</u>	<u>807</u>
		(35,791)	(26,913)
		<u>6,769</u>	<u>(343)</u>
Investment Gains / (Losses)		0	0
NET OPERATING INCOME FOR THE YEAR		<u>6,769</u>	<u>(343)</u>
FUNDRAISING ACTIVITY			
Fundraising Income		5,320	5,556
Fundraising Expenses	3	<u>(1,649)</u>	<u>(1,624)</u>
		3,671	3,932
CAPITAL MOVEMENTS			
Capital Grants Received		20,000	3,180
Capital Grants Spent		(20,000)	(3,180)
Depreciation	6	<u>(10,796)</u>	<u>(8,280)</u>
		(10,796)	(8,280)
NET MOVEMENT IN FUNDS		(356)	(4,691)

Charity Commission figures

	£	£
Income	42,559	
Fundraising	<u>5,320</u>	47,879
Expenses	35,791	
Fundraising	1,649	
Depreciation	<u>10,796</u>	
		<u>(48,235)</u>
Profit		<u><u>(357)</u></u>

HANSLOPE VILLAGE HALL TRUST

CHARITY NUMBER 281981

NOTES - 2018-2019

(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.

Other grants and donations are included within the Financial Statements as income once they have 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:

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
NOTES - 2018-2019
(Forming part of the Financial Statements)

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

2 Investment Income

	2019	2018
	£	£
Investment Interest	0	0
COIF Interest	54	27
	<u>54</u>	<u>27</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

	2019	2018
	£	£
Event and Administration Expenses	812	820
100 Club Prizes	837	804
	<u>1,649</u>	<u>1,624</u>

Hall Running Costs

	2019	2018
	£	£
Rent and Rates	283	129
Heat, Light and Power	2,361	2,821
Travelling Expenses (manager)	0	0
Printing, Stationery & Software	399	295
Equipment Hire, purchase and Maintenance	3,397	2,224
Maintenance (includes decorating 2018)	17,478	12,190
General Expenses/insurance	1,863	1,620
Staff expenses	0	0
Hall Management Costs	25	890
Professional Fees	538	383
Licences	754	755
	<u>27,099</u>	<u>21,306</u>

Governance Costs

	2019	2018
	£	£
Telephone and internet	830	807
Legal Fees	2,100	0
	<u>2,930</u>	<u>807</u>

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
NOTES - 2018-2019
(Forming part of the Financial Statements)

4 Employees

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

Management & Cleaning were contracted out	2019	2018
	£	£
Gross Wages and Salaries	5,762	4,800
Employer's National Insurance Contributions	0	0
	<u>5,762</u>	<u>4,800</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

	Building Improvements	Furniture & Fittings	Total
	£	£	£
Cost			
At 1 April 2018	137,779	906	138,685
1) Dyson Hand Driers		1,000	1,000
2) Acoustic panels	17,998	0	17,998
3) Purchase extra round tables		314	314
At 31 March 2018	<u>155,777</u>	<u>2,220</u>	<u>157,997</u>
Depreciation			0
At 1 April 2018	127,774	113	127,887
Charge for the year	10,005	227	10,232
Charge on 1)	0	62	62
Charge on 2)	450	0	450
Charge on 3)		52	52
At 31 March 2018	<u>138,229</u>	<u>454</u>	<u>138,683</u>
Net Book Value			
At 1 April 2018	<u>10,005</u>	<u>793</u>	<u>10,798</u>
At 31 March 2018	<u>17,548</u>	<u>1,766</u>	<u>19,314</u>

7 Investment Assets

	2019	2018
	£	£
NONE	<u>0</u>	<u>0</u>

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
NOTES - 2018-2019
(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.

	Other Building Improvements	Plant & Machinery	Furniture & Fixtures	Total
	£	£		£
Fund brought forward	10,005	0	793	10,798
plus additions 2018-2019	17,998	0	1,314	19,312
TOTAL	28,003	0	2,107	30,110
Less: Asset Depreciation	(10,455)	0	(341)	(10,796)
At 31 March 2019	<u>17,548</u>	<u>0</u>	<u>1,766</u>	<u>19,314</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.

	Total
	£
Fund brought forward	29,212
Add: Net Income from Fundraising Activity	3,671
At 31 March 2019	<u>32,883</u>