

MEETING OF THE PARISH COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL 28TH AUGUST 2018

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 26th June 2018
4. To Approve the Accounts and Trustee's report for the Year Ended 31st March 2018
5. Items of Report and Matters for Forthcoming Agendas
6. Date and Time of the next meeting

ITEM 3 MINUTES OF THE LAST MEETING

Minutes of the Parish Council in its capacity as Trustee of Corfe Mullen Village Hall meeting held at the Village Hall, Corfe Mullen on Tuesday 26 June 2018 commencing at 9.00pm

Present: Cllr. Harrison - Chairman

| | | | | |
|-------|-----------|-----------|-----------|----------|
| Cllrs | Alexander | A Holland | Jefferies | Stennett |
| | Dix | P Holland | Mattocks | Waterman |
| | Everett | Honeyman | Parkin | |

Officer in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

PUBLIC DISCUSSION PERIOD

There were no members of the public present.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of Minutes

The Minutes of the meeting held on 22 May 2018 were agreed.

4. CONFIDENTIAL ITEM: Quotations for car park works

Three quotations for car park works had been obtained. After examination of the quotes members decided on the quote submitted by White & sons. for the sum of £19800 plus VAT. It may be necessary to install a new soakaway, this will be determined on site.

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5. Date and time of next meeting

The next meeting will be arranged when business dictates.

The meeting closed at 9.15pm.

ITEM 4 ANNUAL ACCOUTNS AND TRUSTEE'S REPORT

CORFE MULLEN VILLAGE HALL

Charity Number: 286509

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st March 2018**

Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA

CORFE MULLEN VILLAGE HALL
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2018

GOVERNANCE

Corfe Mullen Village Hall was built in 1980 under a 38 year lease. The lessees were the trustees of the Village Hall which became a Charity at that date.

A deed of variation dated 14th November 2008 made Corfe Mullen Parish Council the sole managing trustee of the Charity and the Lease was extended to 22 October 2043.

PRINCIPAL ACTIVITY

The Village Hall runs, maintains and rents out three different sized halls within one building in the village of Corfe Mullen. The trustee continues to provide administration support to the charity.

RESULTS AND REVIEW

In the year to 31 March 2018 hall letting held steady in a tight economic climate. Roof repairs of £80,000 and a new boiler for £4,900 were installed during the year. The surplus for the year before depreciation was £14,945. Remaining cash reserves will be invested in interest bearing accounts.

TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

Charity law requires the trustees to prepare the financial statements taking a true and fair view of financial activities during each year and of the financial position at the end of each year. Also, the trustees are required to follow best practice, notably The Charities (Accounts and Reports) Regulations 2010 and the Statement of Recommended Practice - Accounting Reporting by Charities. Particular care is needed when:

- selecting suitable accounting policies and then applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- stating whether applicable accounting standards and statements of recommended practice have been followed; and
- preparing figures on a going concern basis unless it is inappropriate to assume that the Charity will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with the requirements of the Trust Deed and the Charity Commission. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have given consideration to the major risks to which the Charity is exposed and are satisfied that there are adequate measures and controls in place to appropriately mitigate those risks.

Signed on behalf of the trustees by

Paul Harrison, Parish Council Chairman

Date

CORFE MULLEN VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the charity for the year ended 31 March 2018 set out on pages 4 to 6.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that that an examination is required under section 145(1) of the Charities Act 2011, and that section 144(1) (audit) of the Charities Act 2011 does not apply to the charity.

It is my responsibility to:

- examine the accounting records under section 145 of the Charities Act 2011
- follow the procedures laid down by 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the Charity Commission's directions. 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

No matter has come to my attention in the course of my examination:

which gives me reasonable cause to believe that, in any material respect, the Charity's trustees have not met the requirements to ensure that -

proper accounting records are kept in accordance with section 130 of the Charities Act 2011; and

accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Eleanor Greene ICPA , Do the Numbers Ltd, 37 Upper Brownhill Road, Southampton, SO16 5NG

Date

5th July 2018

CORFE MULLEN VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 March 2018

| | Notes | 2018 | | 2017 | |
|---|-------|------|---------------|------|----------------|
| | | £ | £ | £ | £ |
| Hire income | | | 47,987 | | 50,034 |
| Grants received | | | 0 | | 30,000 |
| Fund raising | | | 930 | | 989 |
| Other income | | | 0 | | 150 |
| Bank interest | | | 14 | | 113 |
| Damage deposits net | | | -399 | | 100 |
| TOTAL RECEIPTS | | | <u>48,532</u> | | <u>81,386</u> |
| Fund raising expenses | | | 130 | | 0 |
| Water rates | | | 1,194 | | 2,284 |
| General rates | | | 535 | | 498 |
| Insurance | | | 1,632 | | 2,240 |
| Electricity | | | 1,892 | | 2,092 |
| Gas | | | 1,251 | | 1,166 |
| Postage and carriage | | | 10 | | 110 |
| Telephone | | | 358 | | 596 |
| Software and stationery | | | 348 | | 661 |
| Repairs and maintenance | | | 5,563 | | 4,788 |
| Cleaning | | | 1,786 | | 666 |
| Gross wages | 2 | | 18,487 | | 18,184 |
| Independent Examination | | | 400 | | 400 |
| Depreciation – fixtures | | | 30,601 | | 7,144 |
| TOTAL PAYMENTS | | | <u>64,188</u> | | <u>40,829</u> |
| SURPLUS / (DEFICIT) FOR THE YEAR | | | -15,656 | | 40,556 |
| General reserve brought forward | | | <u>38,664</u> | | <u>68,108</u> |
| RESERVES AT END OF YEAR | 5 | | <u>23,008</u> | | <u>108,664</u> |

CORFE MULLEN VILLAGE HALL

BALANCE SHEET AS AT 31 MARCH 2018

| | Notes | 2018 | | 2017 | |
|---------------------------------------|-------|--------|---------|---------|---------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible assets | 4 | | 204,569 | | 149,359 |
| CURRENT ASSETS | | | | | |
| Operating Current a/c | | 37,867 | | 60,771 | |
| Co Operative Bank Savings Account | | 0 | | 49,165 | |
| Scottish Widows Treasury Tracker | | 162 | | 162 | |
| Co Operative Bank Fixed Term Deposits | | 0 | | 0 | |
| Cash Floats | | 669 | | 76 | |
| | | 38,699 | | 110,175 | |
| CURRENT LIABILITIES | | | | | |
| Wages controls and accruals | | 58 | | 668 | |
| | | 58 | | 668 | |
| NET CURRENT ASSETS | | | 38,641 | | 109,507 |
| NET ASSETS | | | 243,210 | | 258,866 |
| General fund | | | 108,008 | | 38,664 |
| Furniture and fittings renewals fund | | | 7,703 | | 22,703 |
| Roof repairs fund | | | 0 | | 70,000 |
| Building historic cost fund | | | 127,498 | | 127,498 |
| RESERVES AT END OF YEAR | 5 | | 243,210 | | 258,866 |

Signed on behalf of the trustee:

Paul Harrison, Parish Council Chairman
Date

CORFE MULLEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS – Year ended 31 March 2018

1. ACCOUNTING POLICIES

The accounts are prepared on a receipts and payments basis.

Depreciation

The village hall building is valued at historic cost without depreciation as its value at the end of the lease is likely to be significantly more than cost.

Furniture, fixtures and fittings are recorded at historic cost and depreciated at 25% reducing balance.

Reserves

The Association's reserves policy is to aim to hold at least six months of expended resources to meet its obligations.

2. STAFFING

The average number of employees, all of whom are part time, during the year was 4 (2017 : 4). No employee received remuneration of more than £50,000.

The Charity operates a NEST pension scheme of which one employee is eligible to opt in. Employer contributions to 31 March 2018 amounted to £78.39

3. TAXATION

The Charity is exempt from income and corporation taxes under section 505(1) of the Income and Corporation Taxes Act 1988.

4. TANGIBLE FIXED ASSETS

| | Buildings £ | Fixtures and fittings £ | Total £ |
|--|----------------|-------------------------------|------------|
| Cost brought forward at 1 April 2017 | 127,498 | 85,339 | 212,837 |
| Additions during the year | | 85,811 | 85,811 |
| Disposals during the year | | (14,988) | (14,988) |
| Cost as at 31 March 2018 | 127,498 | 156,163 | 283,660 |
| Depreciation brought forward at 1 April 2017 | | 63,478 | 63,478 |
| Depreciation on disposals | | (19,910) | (19,910) |
| Provided during the year | | 35,523 | 35,523 |
| Depreciation as at to 31 March 2018 | | 0 | 79,092 |
| Net book value at 31 March 2018 | 127,498 | 77,071 | 204,569 |
| Net book value at 1 April 2017 | 127,498 | 21,861 | 149,359 |

5. RESERVES

| | Brought forward | Transfer in | Transfer out | Carried forward |
|--------------------------------------|--------------------|-------------|--------------|--------------------|
| Furniture and fittings renewals fund | 22,703 | | 15,000 | 7,703 |
| Roof repairs fund | 70,000 | | 70,000 | 0 |
| Building historic cost fund | 127,498 | | | 127,498 |
| General fund | 38,664 | 85,000 | 15,656 | 108,008 |
| | 258,866 | 85,000 | 100,656 | 243,210 |