

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2019 to 31 AUGUST 2020

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

*Roshan Bailey (Chairman)	<i>appointed 20/2/18</i>
*Ian Rose	<i>re-appointed 20/2/20</i>
*Arthur Towner (Treasurer)	<i>appointed 20/2/18</i>
Amanda Ellis	<i>appointed 16/10/18</i>
Joyce Hutchins	<i>appointed 16/10/18</i>
Anne Seymour	<i>appointed 16/10/18</i>
Roger Thomas	<i>appointed 16/10/18</i>

*The first Trustees were appointed for varied durations. All subsequent appointments and reappointments are for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, and Amanda Pick as a Special Adviser, all of whom attend and participate in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

**NORMANDY VILLAGE HALL CIO
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PERIOD ENDED 31 AUGUST 2020**

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2019 to 31 August 2020.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, and Amanda Pick as a Special Adviser, all of whom attend and participate in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL CIO
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PERIOD ENDED 31 AUGUST 2020**

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue for regular activities and special events. For most of the financial year we continued to host a huge range of regular activities for local residents of all ages, including education, arts and crafts, dancing and other physical activities. We also continued to provide free life saving training for the local community and users of NVH to give people extra confidence in resuscitation techniques and familiarity with our Public Access Defibrillator.

In November 2019 we completed the upgrade of our Electronic Booking System to include online payments for occasional user bookings. This streamlined operations, including refunding deposits, and eliminated the risk of "phantom bookings" which effectively reserved dates for people who failed to turn up or pay for the booking.

In March 2020 Normandy Village Hall closed to all users due to the Covid-19 pandemic. We used the opportunity to carry out a range of maintenance and refurbishment activities, in some cases bringing forward work planned for 2020/21. These works included the complete refurbishment of all the light fittings in the Main and Small Halls, with installation of efficient and environmentally beneficial LED bulbs. These fittings are very specialised and had to be sent away for the work to be done which would have required us to cancel some bookings had it been done in a normal operational period. Work was also carried out on ceilings and floors, again avoiding future disruption to Hall users and optimising the use of a hired scaffold tower. Another important project was replacing the old gas cookers with electric ones which will be easier for hirers to use and reduce risks as well as avoiding some major expenditure on ventilation systems which would have become mandatory due to changes in gas safety regulations had we retained gas cookers.

We were able to reopen gradually as the government relaxed the restrictions progressively after the national lockdown. In June, we completed a Risk Assessment (which has been regularly reviewed since then) and introduced changes to make Normandy Village Hall Covid-secure. The Ofsted registered pre-school, Incy Wincy, was able to return in June and continued with additional sessions in August when they would usually have closed for the summer holidays. In August, they were joined by a few Regular User groups, and by the end of August, the Halls were set to be very busy again in September and October. No Occasional User events were able to proceed during the period since these would involve much less structure and much more social contact. We were, however, very pleased with the responsible and imaginative ways in which our Regular Users were working on adapting their processes to ensure everyone's safety and achieve compliance with Covid-related regulations and guidance.

FINANCE

Finance: Despite the significant impact of Covid-19 on our operations and income, our financial situation and accounts for Normandy Village Hall for the period September 2019 to August 2020 continue to be satisfactory, very ably managed by our Treasurer, Arthur Towner.

**NORMANDY VILLAGE HALL CIO
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Our main source of income is the hiring of the Halls to our Regular and Occasional Users. The volume of bookings continued to be strong in 2019/20 prior to closure due to Covid-19 in March. We refunded all advance payments for bookings during the closure period and continued to do so for all Covid-related cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £34,294, about 77% of the previous year's rental income which is roughly as expected given full closure from late March to early June and very limited opening from June to August.

During lockdown, we received a government Retail, Hospitality & Leisure Grant Fund payment of £10,000 from Guildford Borough Council which helped us to cope with the loss of income and adaptation of processes and facilities to become Covid-secure.

The photovoltaic panels provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £4,448.

We have contained costs well this year, including projects referred to in the Chairman's Review above. Our biggest running cost is cleaning and we were able to reduce this cost in two ways. Firstly, we changed our cleaning company, achieving reduced charges, and secondly, the new arrangement provides excellent flexibility. We were therefore able to cease payments very quickly at lockdown, and then match cleaning costs with user activity when users gradually started to return, only having to pay for cleaning when we needed it. With the assistance of the grant mentioned above, we were able to manage cash flow very effectively and our reserves continue to be healthy.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £639,857, representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £747,609 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £1,105, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £746,504 including property and cash, is used for longer term maintenance and development of the building and land. £25K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

At present, NVC does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2019 to August 2020 and had not submitted any funding bids. Although the life saving training sessions are free, participants have provided voluntary donations towards the replacement costs of consumable items of training equipment.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

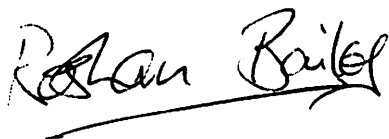
We do not expect life to go back to normal for most of the next financial year. In particular, the vast majority of Occasional User events are unlikely to be permissible before spring 2021 at the earliest. Some of our Regular Users are also unlikely to return in the near future due to the nature of their activities and/or vulnerability of their participants. Some Regular Users will return and take up some of the extra slots being vacated. However, income will be depressed even if the Halls are busy because weekend bookings and Occasional User bookings bring in higher rental payments than those from Regular Users and weekdays.

As indicated above, some of our planned future maintenance and improvement works were carried out during the national lockdown this year. We were planning to install new integral blinds in the Main Hall kitchen but are deferring this until we are sure that cash flow has recovered sufficiently and meanwhile plan to use solar film to reduce the adverse impact of afternoon and evening sun. The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



Roshan Bailey, Chairman

Date: 10 Dec 2020



**Report to the
trustees/
members of**

Normandy Village Hall

**On accounts for
the year ended**

31 August 2020

**Charity
no (if
any)**

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Swain

Date: 10/12/2020

Name: Ms Joan Swain

**Relevant
professional
qualification(s) or
body:**

Association of Chartered Certified Accountants

Address: 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2020**

	01.09.19 to 31.08.20 Unrestricted Funds	01.09.18 to 31.08.19 Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	54	40
Charitable activities	44294	44,389
Feed in Tariff	4448	8,587
Investments (interest)	722	944
TOTAL	<u>49518</u>	TOTAL <u>53,960</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	63318	60,522
TOTAL	<u>63318</u>	TOTAL <u>60,522</u>
Net income/(expenditure)	(13,800)	(6,563)
Total funds brought forward	761,409	767,972
Total funds carried forward	<u>747,609</u>	<u>761,409</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2020**

	2020	2019
	Unrestricted funds	Unrestricted funds
	£	£
Fixed assets		
Tangible assets (Note 9)	646,574	657,837
Total fixed assets	<u>646,574</u>	<u>657,837</u>
Current assets		
Debtors (Note 10)	3,869	6,363
Cash at bank and in hand (Note 12)	101,797	104,992
Total current assets	<u>105,666</u>	<u>111,355</u>
Creditors		
Amounts falling due within one year (Note 11)	(4,631)	(7,783)
	<u>(4,631)</u>	<u>(7,783)</u>
Net current assets/(liabilities)	<u>101,035</u>	<u>103,572</u>
Total assets less current liabilities	<u>747,609</u>	<u>761,409</u>
Funds of the charity		
Unrestricted funds	<u>747,609</u>	<u>761,409</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:
the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)
and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

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

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

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

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)	2020 Unrestricted Funds	2019 Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>54</u>	<u>40</u>
Charitable Activities		
Hall Lettings	34,294	44,272
Grants (GBC Covid-19)	10,000	-
Contributions to defibrillator accessories	<u>-</u>	<u>117</u>
	<u>44,294</u>	<u>44,389</u>
Income from investments		
Interest CAF Gold a/c	29	29
Interest CAF 60 day a/c	693	915
Feed in Tariff	<u>4,448</u>	<u>8,587</u>
	<u>5,170</u>	<u>9,531</u>
TOTAL	<u>49,518</u>	<u>53,960</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	1,257	2,239
Gas and electricity	4,877	4,189
Insurance (Note 8)	1,734	290
Cleaning	8,575	17,576
Refuse collection	1,432	1,093
Repairs and maintenance	16,594	14,264
Telephone	255	438
Post and stationery	-	13
Projects (replace lighting in both halls)	6,055	1,374
Online fees	7,255	3,858
Defibrillator accessories	-	152
Accountant's fees	750	1,500
Solicitor's fees	-	66
Bank charges	60	60
Premises licence	-	23
Advertising	56	54
Miscellaneous (Note 15)	-	2
Depreciation	<u>14,418</u>	<u>13,330</u>
	<u>63,318</u>	<u>60,522</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.20	31.08.19				
Note 6: Governance and support costs						
Accountant's fees	750	1,500				
Solicitor's fees	-	66				
Miscellaneous	-	2				
	<u>750</u>	<u>1,568</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2018)	-	500				
Independent examiner's fees (2019)	-	1,000				
Independent examiner's fees (2020)	750	-				
	<u>750</u>	<u>1,500</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2019	1,449					
Cost for year to 30 June 2021	1,711	1,738				
less prepaid 1/9/20 to 30/06/2021	<u>(1,426)</u>	<u>(1,449)</u>				
	<u>1,734</u>	<u>290</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Cost b/fwd	653,187	4,650	657,837			
Additions/transfers	-	3,155	3,155	666,517	4,650	671,167
Depreciation (Note 3.11)	13,330	1,088	14,418	13,330	-	13,330
Net book value at 31.08.20	<u>639,857</u>	<u>6,717</u>	<u>646,574</u>	<u>653,187</u>	<u>4,650</u>	<u>657,837</u>
Note 10: Debtors	31.08.20			31.08.19		
Analysis of debtors						
Debtors	637			2,474		
Prepayments	<u>3,232</u>			<u>3,889</u>		
Total	<u>3,869</u>			<u>6,363</u>		
Note 11: Creditors						
Analysis of creditors						
Accruals	2,069			1,964.00		
Deposits held	1,679			2,588.00		
Rents received in advance	883			3,231.00		
Total	<u>4,631</u>			<u>7,783.00</u>		

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.20	31.08.19
Note 12: Cash at bank and in hand		
Short term deposits	86,890	86,197
CAF cash a/c	250	1,041
CAF Gold a/c	14,657	17,755
Total	101,798	104,992

Note 13: Charity funds

Hall Manager's Fund For all normal running costs of the building and land.
Unrestricted

Trustees Fund For longer term maintenance and development of the building and land.
Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	4,907	44,348	48,150	1,105
Trustees' Fund	756,502	5,170	15,168	746,504
Total Funds	761,409	49,518	63,318	747,609

Note 14: Trustee remuneration and benefits
None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses
Expenses of £197 were claimed by a Trustee for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers.

Note 16: Additional disclosures
Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018. The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.