Company registration number: 04108622 Charity registration number: 1085825

# The Brockenhurst Village Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2019

Westlake Clark Audit LLP Chartered Accountant 7 Lynwood Court Priestlands Place Lymington Hampshire SO41 9GA



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#### Reference and Administrative Details

Charity Name The Brockenhurst Village Trust

Charity Registration Number 1085825

Company Registration Number 04108622

Principal Office Brockenhurst Village Hall

Highwood Road Brockenhurst Hampshire SO42 7RY

Registered Office Brockenhurst Village Hall

Highwood Road Brockenhurst Hampshire SO42 7RY

Trustees Avril Hicks (appointed 7 May 2020)

David Bennett (appointed 19 June 2019)

Anthony Fessler Claire Lawrie

Kevin Plummer (appointed 17 July 2019)

John Wingham

Richard Wolstenholme (appointed 22 July 2020)

Secretary Anthony Fessler

**Bankers** 

HSBC Bank plc 102 High Street Lymington Hampshire SO41 9GA

Independent Examiner

Westlake Clark Audit LLP Chartered Accountant 7 Lynwood Court Priestlands Place Lymington Hampshire SO41 9GA

### Trustees' Report

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2019.

#### **Trustees**

Sue Hunter (resigned March 2020)

David Bennett (appointed July 2019)

Derek Bucknall (resigned July 2019)

Robert Coombs (resigned December 2019)

Lynsey Davis (resigned July 2019)

Melanie Edwards (resigned July 2019)

Anthony Fessler

Claire Lawrie (appointed September 2019)

Henry Mellor (resigned May 2020)

Jane Milone (appointed September 2019 and resigned March 2020)

Kevin Plummer (appointed July 2019)

Bruce Read (resigned December 2019)

Anna Rogers (resigned July 2019)

John Wingham

#### Legal and Administrative Information

Brockenhurst Village Trust is a Charitable Company Limited by Guarantee, incorporated on 15 November 2000 and is governed by its Memorandum and Articles of Association. The Charity was registered with the Charity Commission on 27 March 2001 and commenced operations upon transfer to it on 15 May 2001 of the assets from the Brockenhurst Village Hall charity. The Company number is 4108622 and the Charity Registration number is 1085825.

#### Trustees' Report

#### **Directors and Trustees**

As required by the Memorandum and Articles of Association the management of the company is invested in the Board of Directors who are also the Trustees of the Charity. The Board consists of up to eleven Directors. Up to two of these are appointed by the Brockenhurst Parish Council, together with up to seven elected by the general public within the area of benefit and up to two representing the user organisations within the area of benefit. The elected directors serve for a period of three years; those representing the general public are elected at the Annual Meeting of the Parish and those representing the user organisations are elected by a ballot of those organisations which are members of the Company. The Trustees serving during the period are shown above.

#### Objects, Organisation and Activities

The object of the Trust is to provide educational, recreational and other community facilities for the benefit and social welfare of the people of the civil parish of Brockenhurst in Hampshire by charitable means.

This means the running of the Village Hall, and its site in Highwood Road described below, as well as organising such events which benefit the widest possible community in Brockenhurst.

The Trustees have had due regard to guidance published by the Charity Commission on public benefit.

The Village Hall (a main hall seating 300 and several other rooms, some with kitchen facilities) hosts around 30 weekly and 10 monthly clubs and classes in addition to repeat booking from other community groups and small businesses. Organisations such as Hampshire County Council and the New Forest National Park Authority regularly hold training sessions at the Hall, appreciating the location, facilities and service and also the value for money that it offers. External events such as this contribute to the successful running of the Hall, and thus its wider community benefit.

The Hall is available for hire by individuals and organisations. There is a standard hiring agreement and scale of charges, which is calculated to be adequate to generate income to meet all expenditure incurred in maintaining the Hall, providing an appropriate share of the wider site maintenance and annual depreciation of the Trust's assets.

The Trustees are responsible for the overall management of the Company and its future direction. This may also include strategic guidance, or delivery of projects for the community.

The day-to-day operation of the Village Hall is the responsibility of the Management Committee. This is made up of a chairperson (Trustee), representatives of the regular user organisations (with co-opted members as required), as well as paid part-time administrators and caretakers in attendance as required.

The Trustees themselves are also responsible for the management of the remainder of the Highwood Road site. In 2016 the existing buildings of some age (Highwood Nursery buildings and Parish Council office) were demolished. The Trust consulted with the community at public meetings, and decided to provide a Multi-Use Games Area (MUGA) and a site for a village Scout Hut, while retaining sufficient land to allow for a future revenue-providing use. The MUGA is managed by a committee at least one of whose members is a Trustee, and under its original terms is intended to be run on cost-covering basis with a MUGA organisation arranging fund raising activities, and operating a rota to oversee the MUGA on a regular basis.

## Trustees' Report

#### **Review of Activities and Future Developments**

The Statement of Financial Activities for the year is set out on page 8 of the financial statements.

Income from lettings of the Hall was £102,454 (2018 - £101,791).

A significant investment during 2019 was installation of Air Conditioning (courtesy of a generous donation from the Needlework Fiesta and responding to customer comments). This has made our Exhibition Room much more attractive as a training venue.

#### Activities have included:

- Sponsoring the medals at the village Pancake Races, Santa's Grotto at the Village Christmas Evening and a barrel of beer at Brock Stock, a village festival in the summer.
- Hosting family celebration events for local residents: birthdays, memorials and christenings.
- Sponsoring a theatre show to provide an opportunity of seeing a production to those who might not otherwise have the chance to attend a profession performance.
- · Hosting a Bridge Day, and setting up a popular weekly Bridge Club which offered beginner bridge lessons.
- Hosting a Vegan Festival.

The MUGA was formally opened in February 2018, and has continued to prove highly popular, especially with younger people. The Scouts' building, also opened in early 2018, supports the hall in taking 'overflow' bookings.

On the organisation front, the Hall further involved the community in running and supporting the Trust. The office is now covered one day a week by volunteers, which has also enabled us to manage the growing need for onsite catering.

A primary focus for the Trust in 2019 has been to continue to develop closer links with the village as a whole, so as to position the Hall as a central focus for the village community. The Trust has worked to improve links with existing village-based organisations such as the Churches, the Friends of Brockenhurst and the local Business Association. The Trust has also worked to develop better links with facility users and representatives from all regular groups were invited to two User Group Meetings as well as a drinks evening with Trustees just before Christmas.

The Brockenhurst Village Lottery (formerly 100+ Club) was closed at the end of 2019 but the pre-loved book library continues to be well used and is a small, regular source of income. The Trust has now ensured that charges are standardised and simplified across all groups to ensure a consistent and fair implementation. A Grant Scheme was set up and any Member Group wishing to apply for financial assistance was invited to do so.

## Trustees' Report

As part of the Trust and Hall's environmental responsibility, solar panels continued to provide another valuable source of income as well as offsetting carbon use. Waste is now segregated into plastics/paper/cardboard and glass. There was support to the village school in their endeavour to reduce traffic immediately around the school by offering our Car Park for parents and children to 'Park and Stride' to the school.

In 2020, the Trust intends to consult with the village on the future use of the remainder of the Highwood Road site. This was planned for 2019, but events have overtaken this though research has been carried out for example on the possibility of a hobbies shed, or a community garden, possibly associated with the NHS/neighbouring Doctors' Surgery.

Discussions with the Parish Council continued during 2019 concerning their office accommodation, and the eventual outcome was that they would occupy an enlarged area within the Village Hall at a commercial rental. However in June 2020 the Parish Council decided to vacate the Hall and occupy premises in the village.

#### **Reserves Policy**

The Trustees have resolved to commit as much of the charity's resources as possible to the Trust's objectives, whilst retaining sufficient investments to generate income from which to meet these objectives.

During 2019 the Trustees carried out a review of the Trust's activities and financial position at each meeting.

#### Risk Management

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The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems are in place to manage the exposure to major risks. The Trust is currently the subject of litigation by a neighbour of the MUGA in respect of alleged statutory noise nuisance. Should an eventual trial find against the Trust, we would need to decide between potentially expensive mitigation measures or closing the facility totally. The Trust has also considered the extent to which it is at risk from the Coronavirus restrictions and their aftermath and is confident that with its reserves and with government grants and furlough assistance it remains viable in the medium term.

#### **Changes in Fixed Assets**

The movements in fixed assets during the year are set out in note 15 to the financial statements.

#### Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual reportwas approved by the trustees of the charity on 7 May 2020 and signed on its behalf by:

Kevin Plummer

Trustee

## Independent Examiner's Report to the trustees of The Brockenhurst Village Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 8 to 19.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of The Brockenhurst Village Trust (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of The Brockenhurst Village Trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of The Brockenhurst Village Trust as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Fabrice Legris BEng FCA Chartered Accountant Westlake Clark Audit LLP 7 Lynwood Court Priestlands Place Lymington Hampshire SO41 9GA

7 May 2020

The Brockenhurst Village Trust

# Statement of Financial Activities for the Year Ended 31 December 2019 (Including Income and Expenditure Account)

	Note	Unrestricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Total 2018 £
Income and Endowments from:					
Donations, legacies and grants	2	9,269	9,269	11,626	11,626
Charitable activities	3	101,879	101,879	101,791	101,791
Other trading activities	4	7,339	7,339	12,419	12,419
Investment income	5	614	614	580	580
Other income	· 6	4,869	4,869	5,668	5,668
Total Income		123,970	123,970	132,084	132,084
Expenditure on:					
Raising funds	7	(5,768)	(5,768)	(7,916)	(7,916)
Charitable activities	8	(119,250)	(119,250)	(129,541)	(129,541)
Total Expenditure		(125,018)	(125,018)	(137,457)	(137,457)
Net expenditure		(1,048)	(1,048)	(5,373)	(5,373)
Net movement in funds		(1,048)	(1,048)	(5,373)	(5,373)
Reconciliation of funds					*
Total funds brought forward		1,134,771	1,134,771	1,140,144	1,140,144
Total funds carried forward	22	1,133,723	1,133,723	1,134,771	1,134,771

All of the charity's activities derive from continuing operations during the above two periods.

# (Registration number: 04108622) Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
Fixed assets		-	
Tangible assets .	15	987,239	1,006,959
Current assets			
Stocks	16	350	500
Debtors	17	3,074	2,876
Cash at bank and in hand		156,219	127,999
	•	159,643	131,375
Creditors: Amounts falling due within one year	18	(13,159)	(3,563)
Net current assets		146,484	127,812
Net assets		1,133,723	1,134,771
Funds of the charity:			
Unrestricted income funds			
General Funds		1,133,723	1,134,771
Total funds		1,133,723	1,134,771

For the financial year ending 31 December 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within part 15 of the Companies Act 2006.

The financial statements on pages 8 to 19 were approved by the trustees, and authorised for issue on 7 May 2020 and signed on their behalf by:

Kevin Plummer

Trustee

#### Notes to the Financial Statements for the Year Ended 31 December 2019

#### 1 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### Basis of preparation

The Brockenhurst Village Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Exemption from preparing a cash flow statement

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

#### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### Notes to the Financial Statements for the Year Ended 31 December 2019

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

#### Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### Asset class

Freehold land and property Equipment

#### Depreciation method and rate

2%/4%/10%/33% straight line basis 15%/33% straight line basis

#### Stock

Stock has been valued by the trustees at £350.

## Notes to the Financial Statements for the Year Ended 31 December 2019

#### Trade debtors

Trade debtors are amounts due from customers for hall hire in respect of charitable activities.

Trade debtors are recognised initially at the transaction price.

## Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2019 £	Total 2018 £
Donations and legacies;			
Donations from individuals and grant making bodies	3,964	3,964	7,743
Hall donations Gift aid reclaimed	5,305	5,305	3,746
Ont and reclaimed		<u>-</u>	137
	9,269	9,269	11,626
3 Income from charitable activities			
	Unrestricted funds	Total	Total
	General £	2019 £	2018 £
Charitable activities - operation of village hall	101,879	101,879	101,791
4 Income from other trading activities			
	Unrestricted funds		
		Total	Total
	General £	2019 £	2018 £
Events income;			
Events and entertainment	4,696	4,696	9,370
100+ club	2,643	2,643	3,049
	7,339	7,339	12,419

# Notes to the Financial Statements for the Year Ended 31 December 2019

## 5 Investment income

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Interest receivable and similar income;			
Interest receivable on bank deposits	614	614	580
6 Other income			
	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Income from solar panel feed in tariff	4,664	4,664	4,668
Sundry income	205	205	1,000
	4,869	4,869	5,668

## 7 Expenditure on raising funds

## Costs of trading activities

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Fundraising trading costs;			
Entertainment	3,518	3,518	5,761
100+ club	2,100	2,100	2,155
Change in stock	150	150	<u> </u>
	5,768	5,768	7,916

## Notes to the Financial Statements for the Year Ended 31 December 2019

## 8 Expenditure on charitable activities

		Unrestricted funds	•	• .
	Note	General £	Total 2019 £	Total 2018 £
Charitable activities - operation of village hall Depreciation, amortisation and other similar		29,930	29,930	30,495
costs		29,914	29,914	28,761
Allocated support costs	9	59,406	59,406	70,285
		119,250	119,250	129,541

£119,250 (2018 - £129,541) of the above expenditure was attributable to unrestricted funds and £Nil (2018 - £Nil) to restricted funds.

## 9 Analysis of governance and support costs

#### Governance costs

Independent examiner fees	General £	Total 2019 £	Total 2018 £
Independent Examiner's remuneration	1,170	1,170	1,135
	1,170	1,170	1,135
10 Net incoming/outgoing resources			
Net outgoing resources for the year include:			
Depreciation of fixed assets		<b>2019</b> £ 29,915	2018 £ 28,761

#### Notes to the Financial Statements for the Year Ended 31 December 2019

#### 11 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 12 Staff costs

The aggregate payroll costs were as follows:

Wages and salaries during the year were £44,101 (2018: £41,134)

Pension costs during the year were £4,410 (2018: £4,106)

In each of the years under review no employee received emoluments of more than £60,000.

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

Average number of employees	2019 No 4	2018 No 4
13 Independent examiner's remuneration		
	2019 £	2018 £
Examination of the financial statements	1,170	1,135

#### 14 Taxation

None of the charities activities are subject to taxation.

## Notes to the Financial Statements for the Year Ended 31 December 2019

## 15 Tangible fixed assets

	Land and buildings	Furniture and equipment £	Total £
Cost .			
At 1 January 2019	1,314,470	66,992	1,381,462
Additions		10,195	10,195
At 31 December 2019	1,314,470	77,187	1,391,657
Depreciation			
At 1 January 2019	319,027	55,476	374,503
Charge for the year	26,947	2,968	29,915
At 31 December 2019	345,974	58,444	404,418
Net book value			
At 31 December 2019	968,496	18,743	987,239
At 31 December 2018	995,443	11,516	1,006,959

Included within the gross book value of land and buildings above includes £1,114,470 (2018 - £1,114,470) of depreciable assets.

## 16 Stock

Stocks	2019 £ 350	2018 £ 500
17 Debtors	2019	2018
Trade debtors	£ 753	£ 586
Prepayments	2,321	2,290
	3,074	2,876

#### Notes to the Financial Statements for the Year Ended 31 December 2019

#### 18 Creditors: amounts falling due within one year

	2019	2018
	£	£
Other creditors	1,523	354
Accruals	11,636	3,209
	13,159	3,563

#### 19 Charity status

The charity is limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 20 Controlling entity

The Charity is controlled by the trustees who are all directors of the company.

## 21 Contingent liabilities

There has been an ongoing litigation in relation to MUGA, and has a date set for the full hearing in September 2020. The trust may be liable for a fine of up to £5,000 and the plaintiffs costs if the Court eventually decides for the complainant, and would in that event be faced with either closing the facility down and possibly repaying some of the grants received for its construction, or a very expensive mitigation exercise involving a new sound-retricting structure and possibly an acoustic barrier.

# Notes to the Financial Statements for the Year Ended 31 December 2019

## 22 Funds

	Balance January £			Resources expended £	Balance at 31 December 2019 £
Unrestricted funds					
General					
General Funds	1,134	<u>,771</u>	124,545	(125,018)	1,134,298
	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2018
Unrestricted funds					
General General Funds	1,022,144	124,341	(117,480)	105,766	1,134,771
Designated Car park realignment and	1,022,144	124,341	(117,400)	103,700	1,134,771
resurfacing	100,000	-	-	(100,000)	-
MUGA	18,000	7,743	(19,977)	(5,766)	
	118,000	7,743	(19,977)	(105,766)	
Total funds	1,140,144	132,084	(137,457)		1,134,771

## Notes to the Financial Statements for the Year Ended 31 December 2019

## 23 Analysis of net assets between funds

	Unrestricted funds		
	General £	Total funds £	
Tangible fixed assets	987,239	987,239	
Current assets	159,643	159,643	
Current liabilities	(13,159)	(13,159)	
Total net assets	1,133,723	1,133,723	

## 24 Related party transactions

There were no related party transactions in the year.