



Armstrong Hall

Office:
Town Hall
35 High Street
Thornbury
South Gloucestershire
BS35 2AR

Bookings: (01454) 412103
Site Supervisor: (01454) 412060
Fax: (01454) 281638

Hall Manager and Licensee: Clare Nelmes
Registered Charity Number: 272883

ANNUAL REPORT

2017-18

(Incorporating Accounts)

ARMSTRONG HALL, THORNBURY (REGISTERED CHARITY NO. 272883)

ANNUAL REPORT 2017 – 18

The Charities (Accounts and Reports) Regulations 1995

CHARITY NAME: ARMSTRONG HALL, THORNBURY

ADDRESS: TOWN HALL, OLD POLICE STATION, HIGH STREET, THORNBURY, BS35 2AR

TRUSTEE: THE SOLE TRUSTEE IS THORNBURY TOWN COUNCIL

**MANAGEMENT
COMMITTEE:**

(a) Appointed by Thornbury Town Council

1. Benj Emmerson (Chairman)
2. Angela Symonds
3. Shirley Holloway
4. Bob Griffin
5. Clive Parkinson
6. Gail Whitehead
7. Jayne Stansfield
8. Maggie Tyrrell

(b) Appointed by Armstrong Hall (Users) Advisory Committee

9. Gill Dunkley
10. Barbara Ray

(c) Appointed by the Armstrong Trust

11. Vacant

**SECRETARY AND
TREASURER:**

Louise Powell
(As Clerk)
Graham Smith
(As Responsible Financial Officer to the Trustee)

AIMS & OBJECTS:

To promote the use of the Armstrong Hall in the interest of social welfare for use as a public hall, community and recreation centre with ancillary uses for the recreation and leisure time, occupation of the inhabitants of Thornbury and the neighbourhood. This use to include meetings, lectures and classes without distinction on Political, Religious or other opinions with the object of improving the condition of life of the said inhabitants.

TRUST FUNDS:

The Charity is not endowed with funds and the Trustee holds only the buildings and the land upon which they stand.

LAND & BUILDINGS:

The Charity owns the Freehold of the following buildings know collectively as the Armstrong Hall Complex:

- (i) The Armstrong Hall, Chapel Street, Thornbury

- (ii) The Cossham Hall, Chapel Street, Thornbury
- (iii) The Old Bakery Annexe, rear 67 High Street, Thornbury
- (iv) Miss Saise's Cottage, adjoining 67 High Street, Thornbury
- (v) 4 Chapel Street, Thornbury
- (i)-(iii) are fully utilised for the purposes of the charity.
- (iv) is a storage space only which is surplus to requirements and is let to tenants as a store.
- (v.) was purchased with future development and expansion of the complex in mind. It is currently let on Licence to another local charity (The Thornbury and District Heritage Trust) and is used as a museum.

STAFF:

The Charity uses such permanent and temporary, full and part-time staff as are necessary to efficiently operate and administer the Charity and its premises. All staff are employed by the Trust (Thornbury Town Council) as agents for the charity.

A number of these staff are also employed by Thornbury Town Council in its own right and their hours worked are allocated proportionately between the Council and the Armstrong Hall Charity.

OPERATIONS:

The Charity achieves its aims and objectives by letting rooms and facilities within the Armstrong Hall Complex to hirers for a very wide range of activities at hiring charges which are fixed annually and are applied equally to all comers with the exception of commercial hirers.

Priority is given to community-based non-profit making activities but commercial bookings are accepted subject to availability but at premium hiring rates.

ANCILLARY
OPERATIONS:

In addition to hiring space and facilities within the complex the Charity operates a licensed bar. This facility is provided only at the request of individual hirers and operates only when required.

The Charity Commission has accepted that the bar service provided by the Armstrong Hall is not a trading activity and is purely ancillary to the general service provided to the public. Never the less net profit from the bar is devoted to the general finances of the Charity and is a useful source of income.

DEVELOPMENT:

This year the 'Dressing Room Rebuilding Fund' continued to flourish with donations and fund-raising events increasing the balance, at the year end, to £111,742.02.

ACCOUNTS:

Income and expenditure accounts together with balance sheet and profit and loss account are incorporated within this report.

RFO'S STATEMENT:

The Armstrong Hall accounts for year 2017/18 show total assets to be £2,792,590 however, buildings, land equipment etc (Long Term assets) represent a significant proportion of this figure (£2,651,726). This fact coupled with earmarked reserves of £111,742 which represents monies raised by the public for future development work gives a General Fund Balance for cashflow purposes of £29,122. This leaves the Armstrong Hall susceptible to cashflow issues in the future and a close watch needs to be kept throughout the year to ensure the Armstrong Hall can operate within its "cashflow" parameters.

The income raised from Complex hire (including raised seating) fell short of budget expectations by £4,131 (8%), this is a slightly concerning downturn and perhaps a certain level of promotion to pull this figure back may be required (subject to long term AH development) However this shortfall in income through complex hire has been compensated by hard work to increase bar sales and the bars' profitability. Revenue having increased by 30% over the previous year.

Wages costs are nearly 10% higher than the previous year and just over 3% over budget, this falls in line with Armstrong Hall staffing restructuring carried out that year although the Town Council should be aware that support is required as the Town Council grant for the Armstrong Hall was decreased this year by £3K.

A large proportion of money this year will be spent on H & S remedial action and it has come to light that further staffing will be required. Reserves are dwindling and the Armstrong Hall must rely on cashflow to ensure a level of day to day profit to ensure reserves are not further eroded. Assistance is required from external bodies to assist with wage costs and the H & S commitments.

Fundraising has been committed, dedicated and encouraged by the community fund raisers having raised £73 K in five years, (from £39K in 2013 to £112K in 2018). Trustees need to consider exactly how the reserve of £111,742 is to be used and furthermore and more significantly to continue considering the long-term future of the Hall as this will very much have a bearing upon next year's operating procedures and short / medium term spending decisions.

Graham Smith
Finance Officer

SAVAGE ASSOCIATES

Accountants·Business Advisors
Corporate & Personal Tax Consultants

Our ref: A/38/RNES

Date: 15 January 2019

When telephoning please ask for: Roger

G Smith Esq
Town Hall
High Street
Thornbury
Bristol
BS35 2AR

Dear Graham

The Trustees of the Armstrong Hall

I refer to our recent meeting and now enclose the signed Independent Examiner's Report on the Accounts for the year ended 31 March 2018.

I also enclose a note of our fee for your kind attention.

With kind regards,

Yours sincerely



For Savage Associates



Independent examiner's report on the accounts

Section A: Independent examiner's report

Report to the trustees/
members of

Charity Name

THE ARMSTRONG HALL, THORNBURY

On accounts for the
year ended

31 MARCH 2018

Charity no
(if any)

272883

Set out on pages

1 - 5

(remember to include the page numbers of additional sheets)

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the 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.

Section A: Independent examiner's report

(cont)

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Savage Associates

Date:

15.1.2019

Name:

SAVAGE ASSOCIATES

Relevant professional
qualification(s) or body
(if any):

ACCOUNTANTS

Address:

THE COACH HOUSE

AUST ROAD, OLVESTON

BASTOL BS 35 4DE

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

BALANCE SHEET

As at 31.3.18

<i>Previous Year</i>				
	LONG TERM ASSETS			
2,513,362.91	Land & Buildings	£	2,588,763.80	
65,585.40	Plant, Furniture, Equipment & Stock	£	62,961.98	
2,578,948				
	TOTAL LONG TERM ASSETS		£	2,651,725.78
	CURRENT ASSETS			
4,168.59	Trade Debtors	£	6,656.99	
0.00	Payments in Advance	£	-	
74,922.94	Bank Current A/c	£	30,674.64	
247.97	Bank Misc. A/c	£	247.97	
101,593.77	Bank BP A/c	£	111,742.02	
40,315.41	Bank HIB A/c	£	40,342.59	
77.02	Petty Cash	£	197.52	
300.00	Cash Floats	£	300.00	
0.00	Cash Deposit Held	£	-	
484.44	VAT Control	£	3,356.78	
222,110				£ 193,518.51
	CURRENT LIABILITIES			
1,558.34	Trade Creditors	£	10,847.16	
250.00	Receipts in Advance	£	-	
0.00	VAT Control	£	-	
32,926.67	Agency Wages Due to Town Council	£	41,806.90	
34,735				£ 52,654.06
187,375				
	TOTAL NET CURRENT ASSETS		£	140,864.45
<u>2,766,323</u>				
	TOTAL NET ASSETS		£	<u>2,792,590.23</u>
	NET ASSETS REPRESENTED BY			
2,578,948	Long Term Assets	£	2,651,725.78	
85,791	General Fund Balance	£	29,122.43	
	Predicted Reserves	£	-	
101,584	Earmarked Reserves	£	111,742.02	
	Re-Allocated Reserves	£	-	
<u>2,766,323</u>				£ <u>2,792,590.23</u>

CERTIFICATION

The above Statement represents fairly the financial position of the Charity as at 31 March 2018 and reflects its Income & Expenditure during the year of account.

Signed


RFO & Treasurer to the Trustees

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

MOVEMENT OF LONG TERM ASSETS 2017-18

LAND & BUILDINGS (At Insurance Valuations)

Armstrong Hall	£	2,184,776.01	
Old Bakery Annexe	£	119,969.46	
4 Chapel Street	£	207,553.45	
Miss Saises Cottage	£	76,464.88	
	£	2,588,763.80	
Insured Value 31.3.17	£	2,513,362.91	
Increase in Value during 2017-18	£	75,400.89	

PLANT FURNITURE & EQUIPMENT

Armstrong Hall	Bt.Fwd.	£	62,893.08	
Additions				
		£	-	
Disposals		£	-	
Depreciation		-£	2,515.72	£ 60,377.36
Old Bakery Annexe	Bt.Fwd.	£	2,250.32	
Additions		£	-	
Disposals		£	-	
Depreciation		-£	90.01	£ 2,160.31
4 Chapel Street	Bt.Fwd.	£	442.00	
Additions		£	-	
Disposals		£	-	
Depreciation		-£	17.68	£ 424.32
	NET			£ 62,961.98

TOTAL LONG TERM ASSETS £2,651,725.78

ARMSTRONG HALL REGISTERED CHARITY

INCOME		2017-18
<i>Previous Year £</i>		<i>Full Year</i>
151,160	BALANCE FORWARD	£ 183,924.83
	INCOME	
48,073	Complex Hire	£ 44,338.36
1,551	Raised Seating Hire	£ 2,981.00
177	TLS Dividends	£ -
3,450	Rent 4 Chapel Street	£ 3,450.00
925	Rent Saises Cottage	£ 1,000.00
231	Bank Interest	£ 139.24
41,720	Donations/ Grants/Reimburseable	£ 10,824.81
433	Sundry Income	£ 30.00
2,078	Dressing Room Fund	£ -
2495	Bar Profit Transferred	£ 2,253.97
47000	Town Council Grant - Operational Town Council Reimbursement 4 Chapel St.	£ 44,000.00
148133	<i>Sub-Total</i>	£ 109,017.38
148,133	TOTAL INCOME	£ 109,017.38
299,293	TOTAL INCOME PLUS BALANCE CARRIED FORWARD	£ 292,942.21

*

ARMSTRONG HALL REGISTERED CHARITY

EXPENDITURE

2017-18

Previous
Year
£

Full
Year

295,843 **BALANCE & INCOME C.FWD.** £ 299,764.55

EXPENDITURE

1,702	Rates	£ 1,469.37
920	Water Rates	£ 956.60
4,294	Insurance	£ 4,475.52
667	Telephone	£ 763.08
9,736	Light & Heat	£ 14,273.15
1,252	Cleaning & Janitorial	£ 1,542.78
1,290	Licences & Fees	£ 4,755.00
895	Audit	£ 975.00
1,362	Trade Refuse	£ 1,573.44
8,365	Repairs & Maintenance	£ 7,678.77
1,593	Postage & Petty Cash	£ 2,938.56
331	Printing & Stationery etc.	£ 49.31
180	Web Site Maintenance	£ 152.78
62,608	Wages	£ 65,509.92
11,318	Superannuation	£ 13,919.32

1,175	Equipment	£ 3,601.77
521	Bank Charges	£ 241.13
1,716	Redevelopment Consultant /Fees	£ 16,653.90
1,993	Raised Seating	£ -
0	Valuation Costs	£ 5,235.00
0	Stage Lighting	£ 8,763.66

0 Balance Adjustment £ -

111,918 **TOTAL EXPENDITURE** £ 155,528.06

183924.83 **BALANCE** £ 144,236.49

ARMSTRONG HALL REGISTERED CHARITY

BAR INCOME & EXPENDITURE

2017-18

<i>Previous Year £</i>		<i>Current Year</i>
0	BALANCE FORWARD	£ -
	INCOME	
£ 12,143.54	Bar Sales	£ 15,245.66
£ 152.00	Off-Sales	£ 152.00
£ 398.50	Corkage Charges	£ 179.08
£ -	Staff Charges	£ -
12,694	TOTAL INCOME	£ 15,576.74
	EXPENDITURE	
£ 4,189.54	Stock Purchases	£ 6,945.11
£ 9.38	Cellar Gas, Glasses, etc.	£ -
£ 6,000.00	Bar Wages	£ 6,377.66
10,199	TOTAL EXPENDITURE	£ 13,322.77
2,495	NET PROFIT TRANSFERRED TO GENERAL A/c	£ 2,253.97

