

ARMSTRONG HALL, THORNBURY (REGISTERED CHARITY NO. 272883)

ANNUAL REPORT 2018-19

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. Jayne Stansfield
 7. Maggie Tyrrell

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

8. Gill Dunkley
9. Barbara Ray

(c) Appointed by the Armstrong Trust

10. Vacant

SECRETARY AND

TREASURER:

Louise Powell

(As Clerk)

Graham Smith

(As Responsible Financial Officer to the Trustee- left the organisation in July 2019)

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 £117,241

ACCOUNTS:

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

CLERK'S STATEMENT:

Overall this has been a positive year of change for the Armstrong Hall. The Armstrong Hall income raised from Complex hire (including raised seating) only missed target by £370 (0.7%), which shows a positive increase from the previous year where the income was 8% down. Bar sales have continued to do well and came in very slightly above the raised target for income. This is down to the hard work and initiative shown by the Hall Supervisor, who has substantially increased the bar profitability over the last few years.

Expenditure this year has been on some essential items needed for Health and Safety compliance which included some essential fire boarding under the stage and some paving works to the surrounding grounds. Wages costs are relatively stable compared to the previous year with a combined increase on wages and superannuation of £5144.27 which is a 5% overall increase.

Overall the Town Council Trustees have recognised that the Hall has been struggling in recent years with significant remedial costs for Health and Safety and significant repair and maintenance costs involved in an ageing building. The Town Council has therefore substantially increased the grant for 19/20 which should help to alleviate these issues.

Fundraising has continued and the community fund raisers have now raised just over £117K. The Trustees are now working on a project plan to deliver a new Armstrong Hall on the existing site. They have had pre-application planning advice which has been positive on the architect's plans and they have commissioned a fundraising strategy to raise the required funds over the next few years. The Armstrong Hall Staff and Management Committee will be working hard in the meantime to increase the Hall's customer base and income.

Louise Powell
Town Clerk

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

BALANCE SHEET

As at

31.3.19

Previous
Year

	LONG TERM ASSETS			
2,588,764	Land & Buildings	£	2,666,457.00	
62,962	Plant, Furniture, Equipment & Stock	£	60,444.00	
2,651,726			TOTAL LONG TERM ASSETS	£ 2,726,901.00
	CURRENT ASSETS			
6,657	Trade Debtors	£	3,128.00	
0	Payments in Advance	£	-	
30,675	Bank Current A/c	£	60,835.00	
248	Bank Misc. A/c	£	248.00	
111,742	Bank BP A/c	£	117,241.00	
40,342	Bank HIB A/c	£	3.00	
198	Petty Cash	£	118.00	
300	Cash Floats	£	300.00	
0	Cash Deposit Held	£	-	
3,357	VAT Control	£	704.00	
193,519				£ 182,577.00
	CURRENT LIABILITIES			
10,847	Trade Creditors	£	7,546.00	
-	Receipts in Advance	£	-	
0	VAT Control	£	-	
41,807	Agency Wages Due to Town Council	£	40,952.00	
52,654		£	48,498.00	£ 48,498.00
140,865			TOTAL NET CURRENT ASSETS	£ 134,079.00
<u>2,792,591</u>			TOTAL NET ASSETS	<u>£ 2,860,980.00</u>
	NET ASSETS REPRESENTED BY			
2,651,726	Long Term Assets	£	2,726,901.00	
29,122	General Fund Balance	£	16,838.00	
	Predicted Reserves	£	-	
111,743	Earmarked Reserves	£	117,241.00	
	Re-Allocated Reserves	£	-	
<u>2,792,591</u>				<u>£ 2,860,980.00</u>

CERTIFICATION

The above Statement represents fairly the financial position of the Charity as at 31 March 2019 and reflects its Income & Expenditure during the year of account.

Signed



Town Clerk and Secretary to the Trustees

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

MOVEMENT OF LONG TERM ASSETS 2018-19

LAND & BUILDINGS (At Insurance Valuations)

Armstrong Hall	2,250,319	
Old Bakery Annexe	123,569	
4 Chapel Street	213,780	
Miss Saises Cottage	78,789	
	2,666,457	
Insured Value 31.3.18	2,588,764	
Increase in Value during 2017-18	77,693	

PLANT FURNITURE & EQUIPMENT

Armstrong Hall	Bt.Fwd.	60,377	
Additions			
		0	
Disposals		0	
Depreciation		-2,415	57,962
Old Bakery Annexe	Bt.Fwd.	2,160	
Additions		0	
Disposals		0	
Depreciation		-86	2,074
4 Chapel Street	Bt.Fwd.	424	
Additions		0	
Disposals		0	
Depreciation		-16	408
	NET		60,444
	TOTAL LONG TERM ASSETS		2,726,901

ARMSTRONG HALL REGISTERED CHARITY

INCOME

2018-19

*Previous
Year
£*

*Full
Year*

187,376	BALANCE FORWARD	£ 140,865.00
	INCOME	
44,338	Complex Hire	£ 48,725.00
2,981	Raised Seating Hire	£ 3,404.00
0	Insurance Claim	£ -
	TLS Dividends	£ -
3,450	Rent 4 Chapel Street	£ 3,450.00
1,000	Rent Saises Cottage	£ 450.00
0	Rent 4-7 Chapel Street	£ 3,120.00
139	Bank Interest	£ 316.00
10,825	Donations/ Grants/Reimbursable	£ 12,092.00
30	Sundry Income	-
2254	Bar Profit Transferred	£ 4,457.00 (Exc Wages)
44000	Town Council Grant - Operational	£ 50,000.00
109017	<i>Sub-Total</i>	£ 126,014.00
109,017	TOTAL INCOME	£ 126,014.00
296,393	TOTAL INCOME PLUS BALANCE CARRIED FORWARD	£ 266,879.00

*

ARMSTRONG HALL REGISTERED CHARITY

EXPENDITURE

2018-19

*Previous
Year
£*

*Full
Year*

296,393	BALANCE & INCOME C.FWD.	£ 266,879.00
EXPENDITURE		
1,469	Rates	£ 1,403.00
957	Water Rates	£ 1,039.00
4,475	Insurance	-
763	Telephone	£ 1,151.00
14,273	Light & Heat	£ 14,676.00
1,543	Cleaning & Janitorial	£ 2,183.00
4,755	Licences & Fees	£ 1,639.00
975	Audit	£ 1,175.00
1,573	Trade Refuse	£ 1,749.00
7,679	Repairs & Maintenance	£ 6,195.00
2,939	Postage & Petty Cash	£ 27.00
49	Printing & Stationery etc.	£ 297.00
153	Web Site Maintenance	-
65,510	Wages	£ 70,111.00
13,919	Superannuation	£ 15,865.00
3,602	Equipment	£ 3,515.00
241	Bank Charges	-
16,654	Redevelopment Consultant /Fees	£ 3,745.00
5,235	Valuation Costs	£ -
8,764	Stage Lighting	£ -
0	Resurfacing Work	£ 4,870.00
0	Fire boarding	£ 3,160.00
155,528	TOTAL EXPENDITURE	£ 132,800.00
140865	BALANCE	£ 134,079.00

ARMSTRONG HALL REGISTERED CHARITY

BAR INCOME & EXPENDITURE

2018-19

<i>Previous Year £</i>		<i>Current Year</i>
0	BALANCE FORWARD	£ -
	INCOME	
£ 15,246.00	Bar Sales	£ 16,306.00
£ 152.00	Off-Sales	£ 60.00
£ 179.00	Corkage Charges	£ 164.00
£ -	Staff Charges	£ -
15,577	TOTAL INCOME	£ 16,530.00
	EXPENDITURE	
£ 6,945.00	Stock Purchases	£ 6,938.00
-	Cellar Gas, Glasses, etc.	£ 159.00
£ 6,378.00	Bar Wages	£ 4,976.00
13,323	TOTAL EXPENDITURE	£ 12,073.00
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193,519				£ 182,577.00
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140,865			TOTAL NET CURRENT ASSETS	£ 134,079.00
<u>2,792,591</u>			TOTAL NET ASSETS	<u>£ 2,860,980.00</u>
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*Previous
Year
£*

*Full
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Year
£*

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ARMSTRONG HALL REGISTERED CHARITY

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2018-19

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SAVAGE ASSOCIATES

Accountants·Business Advisors
Corporate & Personal Tax Consultants

Our ref: A/38/RNES

Date: 27 January 2020

When telephoning please ask for: Roger

Louise Powell
Town Hall
High Street
Thornbury
Bristol
BS35 2AR

Dear Louise

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 2019.

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 DANSTANG HALL, THORNBURY

On accounts for the
year ended

31 MARCH 2019

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:

27.1.2020

Name:

SAVAGE ASSOCIATES

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

ACCOUNTANTS

Address:

THE COACH HOUSE

AUST ROAD, OLVESTON

BRISTOL BS 35 4DE

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

BALANCE SHEET

As at 31.3.19

<i>Previous Year</i>					
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Town Clerk and Secretary to the Trustees

ARMSTRONG HALL THORNBURY REGISTERED CHARITY

MOVEMENT OF LONG TERM ASSETS 2018-19

LAND & BUILDINGS (At Insurance Valuations)

Armstrong Hall	2,250,319
Old Bakery Annexe	123,569
4 Chapel Street	213,780
Miss Saises Cottage	78,789
	2,666,457
Insured Value 31.3.18	2,588,764
Increase in Value during 2017-18	77,693

PLANT FURNITURE & EQUIPMENT

Armstrong Hall	Bt.Fwd.	60,377	
Additions			
		0	
Disposals		0	
Depreciation		-2,415	57,962
Old Bakery Annexe	Bt.Fwd.	2,160	
Additions		0	
Disposals		0	
Depreciation		-86	2,074
4 Chapel Street	Bt.Fwd.	424	
Additions		0	
Disposals		0	
Depreciation		-16	408
	NET		60,444
	TOTAL LONG TERM ASSETS		2,726,901

ARMSTRONG HALL REGISTERED CHARITY

INCOME

2018-19

Previous
Year
£

Full
Year

187,376	BALANCE FORWARD	£ 140,865.00
	INCOME	
44,338	Complex Hire	£ 48,725.00
2,981	Raised Seating Hire	£ 3,404.00
0	Insurance Claim	£ -
	TLS Dividends	£ -
3,450	Rent 4 Chapel Street	£ 3,450.00
1,000	Rent Saises Cottage	£ 450.00
0	Rent 4-7 Chapel Street	£ 3,120.00
139	Bank Interest	£ 316.00
10,825	Donations/ Grants/Reimbursable	£ 12,092.00
30	Sundry Income	-
2254	Bar Profit Transferred	£ 4,457.00 (Exc Wages)
44000	Town Council Grant - Operational	£ 50,000.00
109017	<i>Sub-Total</i>	£ 126,014.00
109,017	TOTAL INCOME	£ 126,014.00
296,393	TOTAL INCOME PLUS BALANCE CARRIED FORWARD	£ 266,879.00

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ARMSTRONG HALL REGISTERED CHARITY

EXPENDITURE

2018-19

<i>Previous Year £</i>		<i>Full Year</i>
296,393	BALANCE & INCOME C.FWD.	£ 266,879.00
	EXPENDITURE	
1,469	Rates	£ 1,403.00
957	Water Rates	£ 1,039.00
4,475	Insurance	-
763	Telephone	£ 1,151.00
14,273	Light & Heat	£ 14,676.00
1,543	Cleaning & Janitorial	£ 2,183.00
4,755	Licences & Fees	£ 1,639.00
975	Audit	£ 1,175.00
1,573	Trade Refuse	£ 1,749.00
7,679	Repairs & Maintenance	£ 6,195.00
2,939	Postage & Petty Cash	£ 27.00
49	Printing & Stationery etc.	£ 297.00
153	Web Site Maintenance	-
65,510	Wages	£ 70,111.00
13,919	Superannuation	£ 15,865.00
3,602	Equipment	£ 3,515.00
241	Bank Charges	-
16,654	Redevelopment Consultant /Fees	£ 3,745.00
5,235	Valuation Costs	£ -
8,764	Stage Lighting	£ -
0	Resurfacing Work	£ 4,870.00
0	Fire boarding	£ 3,160.00
155,528	TOTAL EXPENDITURE	£ 132,800.00
140865	BALANCE	£ 134,079.00

ARMSTRONG HALL REGISTERED CHARITY

BAR INCOME & EXPENDITURE

2018-19

<i>Previous Year £</i>		<i>Current Year</i>
0	BALANCE FORWARD	£ -
	INCOME	
£ 15,246.00	Bar Sales	£ 16,306.00
£ 152.00	Off-Sales	£ 60.00
£ 179.00	Corkage Charges	£ 164.00
£ -	Staff Charges	£ -
15,577	TOTAL INCOME	£ 16,530.00
	EXPENDITURE	
£ 6,945.00	Stock Purchases	£ 6,938.00
-	Cellar Gas, Glasses, etc.	£ 159.00
£ 6,378.00	Bar Wages	£ 4,976.00
13,323	TOTAL EXPENDITURE	£ 12,073.00
2,254	NET PROFIT TRANSFERRED TO GENERAL A/c	£ 4,457.00

