

# **Collessie Victory Hall**

Scottish Charity No: SC047973

## **Annual Report and Accounts**

**For the Year Ended**

**31 March 2021**

### **Treasurer**

Anne Walker  
Willow Tree Cottage, Collessie, Fife KY15 7RQ  
Tel: 01337 810325  
Email: anne\_walker1@yahoo.co.uk

### **Independent Examiner**

Iain R. Dryburgh CA  
Parknowe, Collessie, Fife KY15 7RQ

<b>Contents</b>	<b>Page</b>
Trustees' Annual Report	3-5
Independent Examiner's Report	6
Statement of Receipts & Payments	7
Statement of Balances	8
Notes to the Accounts	9

**Trustees' Annual Report**Year ended 31 March 2021

---

The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2021.

**Reference and administration details**

The registered name of the charity is Collessie Victory Hall

Scottish Charity Number SC047973

The charity's address is: Willow Tree Cottage, Collessie Brae, Collessie, By Cupar, Fife KY15 7RQ

The charity trustees are (or were during the period of this report):

John McColl	Chair
Anne Walker	Treasurer
Victor Leitch	Secretary
Ann Leitch	
Linda McColl	
Kevin Smith	

The AGM was not held in May 2020. Five people who were elected to the committee at the AGM on 30 May 2019 agreed to remain and one other (Kevin Smith) was co-opted. All of these are listed as charity trustees.

**Structure, governance and management**

Collessie Victory Hall is a trust and unincorporated association governed by its Trust Deed and Constitution. It was opened in 1924 and handed over to the residents of Collessie by the Earl of Leven and Melville in a Disposition of 1933. The original constitution was adopted by the trustees at a General Meeting held on 09 March 1933. In November 1957 the Hall Trustees, inhabitants of the Parish of Collessie resolved to consolidate all the rules for the management of the Hall and the regulation of their business. This is the Deed of Trust made on 25 November 1957. The then Trustees reviewed and updated these documents in 2010 and an amended constitution was adopted at the Annual General Meeting on 20 May 2010.

The Hall is run on behalf of the community by a committee whose members are the charity trustees. Committee members are normally elected annually by members of the community who attend the AGM in May. All committee members normally retire annually at the AGM but are eligible for re-election. Vacancies may be filled by co-option if necessary.

**Objectives and activities**

Section 2 ("Objects") of the Constitution of Collessie Victory Hall states:

"The objects of the Hall trustees shall be to promote the benefit of the inhabitants of Collessie and its environs (...) to advance education and to provide facilities, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure-time occupation so that the conditions of their lives may be improved. This shall all be done in accordance with Equal Opportunities legislation. The Hall must be devoted to charitable purpose, which shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005."

**Trustees' Annual Report**Year ended 31 March 2021

---

The committee fulfils the purposes of the Constitution by:

1. Providing and maintaining a resource for the community, to be used at will.
2. Organising events which are socially integrative and conducive to the welfare of the community.
3. Being a focal point for village residents to meet and socialise on a regular basis.

In normal circumstances, the Hall is available for booking every day of the week and is used for a variety of purposes. These include village gatherings; coffee mornings; yoga, ceilidh dancing, dog training and soft furnishing classes; public meetings and occasional social and/or fundraising events. The Hall is also used as a polling place for local and national elections. The Hall became registered as a Scottish charity on 05 December 2017.

**Achievements and Performance**

The Hall was closed due to the Scottish Government COVID-19 restrictions on 23 March 2020, remaining closed at 31 March 2021. As a result we have been unable to fulfil our main purpose.

The property has been maintained in good order and safe for public use. We have liaised with our insurers during the closure, conducting regular logged inspections of the building and undertaking repairs as necessary. In particular, a leak in the roof was repaired in December 2020. The heating boiler was also serviced and a fault in the system investigated, which required a new control switch.

This maintenance work has identified a major issue with the roof tiles, which are concrete and are coming to the end of their functional life. A preliminary estimate suggests a minimum cost of £20000 to replace them. The central heating boiler is also in need of replacement.

The committee investigated possible sources of funding to mitigate the loss of Hall income in order to ensure that the building could be properly maintained. We successfully applied for a Grant under the Scottish Government Coronavirus Business Support Fund in July 2020.

We undertook a COVID-19 Risk Assessment in the Summer of 2020. We produced revised terms and conditions of booking; and installed appropriate signage, hand sanitizer points, surface cleaning sprays, bins and personal protective equipment in preparation for re-opening in the Autumn of 2020. However, increasing case numbers and renewed Government restrictions led us to re-evaluate the risk to hall-users and volunteers and the Hall remained closed for the rest of the year.

We have maintained the car park as well as the building, keeping it clear of weeds and ivy, for use by visitors to the village. A voluntary donations box for car parking was introduced in March 2021.

Although we could not organise events, the Hall was lit up at Halloween and Christmas and members of the community planted and maintained flower tubs during the Summer.

**Trustees' Annual Report**

Year ended 31 March 2021

**Financial review**

With total income of £10773 (2020: £4309) and total expenditure of £1809 (2020: £4321) the charity recorded a surplus for the year of £8964 (2020: a deficit of £12).

The surplus is entirely due to the Coronavirus Small Business Support Scheme Grant, which was a flat-rate Grant of £10000 for eligible businesses in receipt of the Small Business Bonus Scheme of Rates Relief. This was the main source of income along with donations of £300 (2020: £314). A payment of £285 for use as a Polling Station on 12 December 2019 was the only Hall Letting income (2020: £3077). Expenditure on utilities and cleaning was reduced to £556 and £71 respectively (2020: £1549 and £597). PPL PRS Ltd waived their charges for music performance licences during the closure and the triennial Fife Council Public Entertainment Licence was paid last year (2021: £0; 2020: £406). The main sources of expenditure were insurance (2021 £688; 2020 £675), repairs and maintenance (£243; 2020 £557) and health & safety (£207; 2020: £0). Health & safety expenditure was the purchase of COVID-19 protective equipment. Maintenance expenditure included boiler service and repair, but did not include the cost of roof repairs as the invoice was not received in this financial year. Sundry expenditure included the cost of weed-killer and Halloween lights (£44; 2020 £95).

At 31 March 2021 the Hall held a general unrestricted reserve of £16747 (2020: £7783). This reserve is held to cover running costs in the event of further unforeseen loss of income or major repairs.



**Donated facilities and services**

The charity received financial donations of £80 from a village resident for exterior paint surplus to Hall requirements; £120 from another village resident and £100 from the organiser of The Hub coffee morning.

Members of the community donated their time and effort to plant and maintain tubs in the Hall car park and to make and install a collecting box seeking donations for parking (the Hall car park is often used by visitors to the village).

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

Signature	Name	Date
	John McColl Chair	4/5/21
	Anne Walker Treasurer	04/05/2021

**Independent Examiner's Report**Year ended 31 March 2021

---

I report on the financial statements of the Collessie Victory Hall for the year ended 31 March 2021 which are set out on pages 7 to 8.

**Responsibilities and basis of report**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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, I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Date: 27/4/2021

---

Name: Iain R. Dryburgh

Professional qualifications: Chartered Accountant

Address: Parknowe, Collessie, By Cupar, Fife KY15 7RQ

**Statement of Receipts and Payments**  
Year ended 31 March 2021

	2021 Unrestricted funds	2021 Restricted funds	2021 Total	2020 Unrestricted funds	2020 Restricted funds	2020 Total
	£	£	£	£	£	£
<b>Receipts</b>						
Donations	300	-	300	314	-	314
Legacies	0	-	0	-	-	-
Grants	10188	-	10188	188	-	188
Fundraising	0	-	0	730	-	730
Hall lets	285	-	285	3077	-	3077
<i>Sub-total</i>	<i>10773</i>	<i>-</i>	<i>10773</i>	<i>4309</i>	<i>-</i>	<i>4309</i>
Proceeds from sales of assets or investments	-	-	-	-	-	-
<b>Total receipts</b>	<b>10773</b>	<b>-</b>	<b>10773</b>	<b>4309</b>	<b>-</b>	<b>4309</b>
<b>Payments</b>						
Fundraising expenses	-	-	-	289	-	289
<i>Payments for charitable activities</i>						
Utilities: Electricity + heating oil	556	-	556	1549	-	1549
Water & waste	-	-	-	0	-	0
Insurance	688	-	688	675	-	675
Licences	-	-	-	406	-	406
Cleaning	71	-	71	597	-	597
Repairs & maintenance	243	-	243	557	-	557
Fire precautions, health & safety	207	-	207	-	-	-
Hall equipment	-	-	-	35	-	35
Sundries	44	-	44	95	-	95
<i>Sub-total</i>	<i>1809</i>	<i>-</i>	<i>1809</i>	<i>4032</i>	<i>-</i>	<i>4032</i>
Purchase of fixed assets or investments	-	-	-	-	-	-
<b>Total payments</b>	<b>1809</b>	<b>-</b>	<b>1809</b>	<b>4321</b>	<b>-</b>	<b>4321</b>
<b>Surplus/ (deficit)</b>	<b>8964</b>	<b>-</b>	<b>8964</b>	<b>(12)</b>	<b>-</b>	<b>(12)</b>

**Statement of Balances**

Year ended 31 March 2021

**Cash funds**

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Cash and bank balance at start of year	7783	343	8126	8138
Surplus/ (deficit) shown on receipts and payments account	8964	0	8964	(12)
<b>Cash at bank and in hand at end of year</b>	<b>16747</b>	<b>343</b>	<b>17090</b>	<b>8126</b>

**Bank & Cash Balances**

	2021 Total £	2020 Total £
Bank current account	17080	7911
Cash in hand	10	215
<b>Total</b>	<b>17090</b>	<b>8126</b>

**Investments or other assets**

Second-hand Heartsine 500P Defibrillator and External Heated/ Alarmed Cabinet purchase price £800 on 03 April 2018, for public use.

**Liabilities and contingent liabilities**

None

Signed by one or two trustees on behalf of all the trustees

**Signature****Name****Date**John McColl  
Chair

4/5/21

Anne Walker  
Treasurer

04/05/2021



**Notes to the Financial Statements**Year ended 31 March 2021

---

**1. Basis of Preparation**

These accounts have been prepared on a Receipts and Payments basis in accordance with the:

- The Charities & Trustee Investment Act (Scotland) 2005, and
- Charities Accounts (Scotland) regulations 2006 as amended in 2010.

**2. Trustee Remuneration and Expenses**

No trustees or connected persons received any remuneration during the year (2020: nil).

Expenses totalling £285 were reimbursed to two trustees. These were £24 for weed-killer; £20 for Halloween lights; £23 for a replacement heating timer switch; £11 for routine cleaning materials and £207 for coronavirus protective equipment (hand sanitizer and wall mounts, pedal bin, folding table, door stops, disposable gloves and aprons, paper towels, tissues, disinfectant spray and wipes, hazard tape and signage).

**3. Restricted Funds**

The residents of the village decided to raise funds for a defibrillator following a public meeting in February 2016. The Hall committee agreed that the defibrillator could be located at the hall and that the hall bank account could be used as a repository for the funds raised. All monies donated towards the defibrillator fund are restricted for the purpose of purchase, installation and maintenance of the defibrillator. Fundraising was completed in 2017-18 and funds were used to purchase and install a second-hand defibrillator in 2018. This left a balance of £343 in the defibrillator fund which will be used to pay for future maintenance costs (e.g., servicing and replacement of the battery). Once these funds are exhausted this function will revert to the hall unrestricted funds. There were no receipts or payments to the restricted fund in the 2020-21 financial year.