

Trustees' Annual Report for the period

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Period start date		Period end date	
From	01 01 2022	To	31 12 2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Neil Andrew Wood	Chair		
2	Ella Mclachlan	Secretary		
3	Cheryl Davis	Treasurer		
4	Antony Goddard			
5	Isabelle Gillett			
6	Geoff White			
7	Robin Browne			
8	Terence Perkins			
9	Graham Thomas			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Anna Browne	
Amanda Williams	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The committee for St Martin's Island Hall and Reading Room is elected by the island community of St Martin's, who form are membership. The committee are then trustees for the charity

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Provide and maintain the Reading Room and Island Hall for use by the community and visitors for recreational & social purposes, doctors surgery, meeting room for local groups and local council, voting station, designated emergency shelter, use by school children.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Activities and social events have been held in the Island Hall, enhancing the health and wellbeing of the island population, particularly in the winter months. These events include weekly adult sport sessions, coffee mornings, quiz nights & talks and children's play sessions. In a community of only 140 year round residents, these events serve an important role in the social wellbeing of the islanders.

School PE lessons are held in the hall during the winter months and bad weather days.

The Fire Brigade have used the hall for training purposes and to maintain necessary fitness levels.

The committee have overseen and organised essential maintenance work on the outside of the building.

The committee have ensured the premises are kept clean and tidy to make sure the premises are kept fit for use.

The committee have organised upkeep of doctor's surgery to ensure it is fit for weekly use, which is an essential link for our island community.

The committee have ensured the Reading Room has Wifi for use both by islanders who do not have access at home and as a service for visitors.

The committee have overseen the maintenance of the gym equipment, which includes an annual service from a qualified engineer.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Everything that the committee undertakes is done on a voluntary basis and we are supported by numerous members of our island community. All the fund raising events that we hold are made successful by the hard work of our residents, whether it is baking cakes, setting up marquees, serving teas & coffee or helping to man a stall at the island fete.

The community take an active interest in the Island Hall and are proud of the facility and what it brings to our island

Summary of the main achievements of the charity during the year

Fundraising for the Island Hall and Reading Room has included a summer fete, outdoor theatre performance with BBQ & bar, breakfast morning and coffee mornings. As well as raising funds for the Island Hall & Reading Room, the events that we hold help support many other charities and local causes. We invite the Wildlife Trust, RNLI, local lifeboat station, local school and local clubs to have stalls at our annual summer fete for their own fundraising. In addition we also run a raffle each year at the fete from which we donate the proceeds to a different charity each year. In 2022 we supported the DEC Ukraine Appeal with a donation of £1058 from our raffle.

Coffee mornings are also held at the Island Hall to raise money for other charities alongside the Reading Room, and again in 2022 DEC Ukraine Appeal was supported.

Sporting activities and social events have been held in the Island Hall, enhancing the health and wellbeing of the island population, particularly in the winter months.

In 2022 the committee organised and run the Jubilee celebrations for the island. This took the form of a weekend of events, starting with an evening beacon lighting & firework display with a bar & BBQ, followed by an afternoon tea party and games the next day on the island sports field. These events were open to the whole community and visitors. The committee ran these events with the help of numerous volunteers and were a great event for promoting the community links and spirit of the island. From the funds raised at these events we made a donation of £625 to the British Red Cross Foundation.

We also supported the Isles of Scilly Wildlife Trust with a venue and equipment for an evening they were hosting with Steve Backshall and Helen Glover in 2022.

Section E

Financial review

Brief statement of the charity's policy on reserves

One of the main sources of income is our island fete, but as this is an outdoor event in a British summer, the amount that we raise can vary between a wet weather and sunny fete. Due to this we aim to hold one and a half years operating costs for the hall in reserve where possible. This would allow us to ensure we can cover any essential costs, such as electricity, rent, insurance and cleaning in the event of a reduction in our fund raising, whilst still providing the facilities and meeting the needs of the community.

Current essential running costs are approx £10,000 a year.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of funds is from our own fund raising efforts, the main one being the summer island fete, but also other coffee mornings and events held on the island, such as the Miracle Theatre performance that we cater for and take a share of ticket sales.

We are also funded by our membership fees paid by islanders plus hall & gym fee paid by visitors. Another important source of income for us is a yearly hire charge that Plymouth University pay for using the hall as a base for a field trip they run every September.

Expenditure in 2022 that helped support our key aims, included covering the running costs and upkeep of the building, maintenance of equipment, servicing of the gym, and costs associated with running the island fete and Jubilee celebrations. All of these costs enable us to maintain a fit for purpose facility that is used by the majority of our community, and to provide a space for the physical and social well being of the island.

Section F

Other optional information

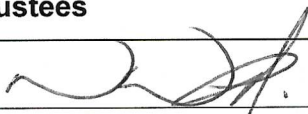
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Neil Wood

Ella McLachlan

Position (eg Secretary,

Chair, etc)

Chair

Secretary

Date

16/10/2023

Reading Room Profit & Loss Sheet 1st January 2022 to 31st December 2022

Balances as at 31st December 2021

Petty Cash	£3,448.84
Current Account	£2,587.60
Savings Account	£18,447.07
 Total Funds	<hr/> £24,483.51

Income

Membership	£3,819.00
Events	£2,868.50
Donations received	£1,193.65
Fete & Theatre event	£16,365.05
Fireworks collection	£554.00
Hire of items	£125.00
Hall hire	£1,300.00
Doctors rent	£120.00
Bank Interest	£11.01
Cosmos insurance contribution	£570.96
Refunds	£846.93
(mainly electricity overcharge)	
<u>Total Income</u>	<hr/> £27,774.10

Expenditure

EDF (Electric)	£1,284.00
BT	£766.07
Expenses	£2,469.11
Cleaning	£3,345.59
Insurance	£2,984.19
Licences	£35.00
Fees	£100.00
Freight	£345.10
Maintenance	£3,852.36
Fireworks	£625.00
Duchy Rent	£66.35
Donations made	£1,683.00
Fete & Theatre event expenses	£5,726.94
<u>Total Outgoings</u>	<hr/> £23,282.71

Total Income	£27,774.10
Total Outgoings	£23,282.71
Profit/Loss	<hr/> £4,491.39

Balances as at 31st December 2022

Petty Cash	£1,371.99
Current Account	£5,444.83
Savings Account	£22,158.08
Total Funds	<hr/> £28,974.90



St Martin's Island Hall and Reading Room

Accounts for the Year ended 31st December 2022

I have reviewed, without carrying out an audit, the accounts for the year ended 31st December 2022 having undertaken the work as described below.

Review of accounting records and year end accounts

Work done

I have reviewed the accounting records and year end accounts as presented to me as follows:

- 1 Checked that the amounts in the records agree to the bank statements
- 2 Checked that the expenditure is supported by valid documentation
- 3 Checked that the documented income is reflected in the records
- 4 Checked that the accounts prepared agree to the income & expenditure records

Results

- 1 The items in the bank account cash book records agree to the statements.

The correct reconciled current account bank balance is £5,444.83 as stated.

The correct savings account balance is £22,158.08 as stated.

- 2 Expenditure is supported by valid documentation.
- 3 All the documented income was recorded in the sales ledger and reflected in the final accounts.
- 4 The Profit and Loss and Bank Balances agree to the records.

Marian Gibson ACA BSc (Hons)
Belmont, Church Road, St Mary's
Isles of Scilly, TR21 0NA
Phone: 01720 423154

The opening and closing balances reconcile as follows:

	£
Cash b/f	3,448.84
Current account b/f	2,587.60
Savings account b/f	<u>18,447.07</u>
	24,483.51
Excess of income for 2022	<u>4,491.39</u>
	<u><u>28,974.90</u></u>
Cash c/f	1,371.99
Current account c/f	5,444.83
Savings account c/f	<u>22,158.08</u>
	<u><u>28,974.90</u></u>

Conclusion

Based on the information available to me, the accounting records correctly record the transactions that have gone through the Bank Accounts and Petty Cash and these have been properly summarised in the Profit and Loss Account and Balances.

Mrs M Gibson ACA

Date: 14/03/23

Gibsons
Chartered Accountant
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