



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	September	2019		31	August	2020

## Section A Reference and administration details

**Charity name** Quatt Village Hall Committee

**Other names charity is known by**

**Registered charity number (if any)** 1090759

**Charity's principal address** Quatt Village Hall, Quatt

Bridgnorth

Shropshire

**Postcode**

WV15 6QN

### 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	Annette Nicholls	Chair		
2	Phillip Hickman	Vice Chair		
3	Stephanie Hinton	Secretary		
4	Susan Link	Treasurer		
5	Jackie Cooley	Bookings Secretary		
6	Valerie Hayward			
7	Madeleine Bedford			
8	Mathew Purchase			
9	Hayley Dorrington			
10	Mark Cooley			
11	Peter Boileau			
12	Siobhan Hunter			
13	Simon Leach			
14	Brian Jervis			
	Caroline Hulland			Quatt Malvern Parish Council
				Quatt Parochial Church Council

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Alan Yates	
Annette Leach	
Susan Link	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		
Bank	Lloyds	Bridgnorth, Shropshire

### 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)	The Charity Trustees are elected at the Annual General Meeting by a majority of all of the attendees that reside in the Parish. The elected Charity Trustees will then elect the officers..

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The Charity is administered by the Committee of Management (comprising the Charity Trustees). The Committee consists of elected members and representative members and may include not more than two co-opted members. The elected members will be elected at the Annual General Meeting. One representative member shall be appointed by each of the following organisations not less than one month prior to the AGM which should be held in September of each year:-</p> <ul style="list-style-type: none"> <li>- Quatt Parochial Church Council –</li> <li>- Quatt Malvern Parish Council – Caroline Hulland</li> <li>-</li> </ul> <p>A Quorum shall not be less than one third of the total number of committee members.</p> <p>The Charity has the following adopted documents which address key risks:-</p> <ol style="list-style-type: none"> <li>1. Fire safety Risk Assessment</li> <li>2. Finance procedures</li> <li>3. Covid- 19 Risk Assessment</li> </ol>
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## Section C Objectives and activities

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

The Village Hall shall be held upon trust for the use of the inhabitants of the Parish of Quatt in the County of Shropshire without distinction of political, religious or other opinions including use for meetings, lectures, classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

**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)**

The Trustees organise and support a range of activities within the Village Hall predominantly for local people but not excluding people from outside the Parish. These include:-

- Lettings to other village organisations for meetings when required, includes Quatt Malvern Parish Council
- Lettings to local organisations for social functions and fund-raising activities
- Lettings to organisations for work and play such as the County Council, National Trust and TANT.
- Lettings for private and family functions such as weddings, birthday parties and social events
- Art classes and theatrical group, Yoga, Pilates, Pole Fitness
- Events organised by the Village Hall Committee which provide both leisure time activities and entertainment for a range of ages and interests including live performances, theatre and music events.

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

#### **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.

## **Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

The start of our new financial year we were lucky to have a Pentabus theatrical performance called Little Bevan. Pentabus productions are now regular events at the hall and are very well supported by the local community and from further afield.

As the village hall is situated near to Dudmaston Hall, we were invited to hold a Christmas Fare stall, which again proved very successful. We are extremely grateful to those who contributed produce and crafts for our stalls, all locally produced, which aided its success.

Christmas Skittles once again proved to be a busy and fun night for all ages. The Village Hall also held a specific Christmas party for all the local children. Invites were sent out to encourage new faces to the hall.

At the beginning of 2020 we held our annual Burns Night Supper, which is always a fantastic evening and has become a good fundraising event for the village hall.

Before the onset of the COVID-19 virus we were able to hold two more events. Both events were promoted by Arts Alive, a charity which encourages quality theatre and performance in rural areas. A one man show called Yours Sincerely, ( "A Queer Comedy about the Complications of Modern Day Communication") which was selected for February as it was

## Section D

## Achievements and performance

LGBT+ month.

The Busquitos, a Dutch band, performed catchy mix of original jazz to put a smile on your face. Again the events were a great success.

The last four events had to be cancelled due to COVID-19 restrictions. We did our best to help out a couple of the artists and paid forward for future performances.

We were able to complete a fundraiser for Breast Cancer Awareness and make a donation of £387.00, but unfortunately the hall had to close its doors for a while due to the pandemic.

We have been able to reopen for a short period, as long as the users of the hall followed strict guidelines and risk assessments regarding COVID-19. We would like to thank Action with Communities in Rural England (ACRE) and Shropshire Rural Community Council (Shrop RCC) for their guidance and support.

We applied for and secured grants, and would like to thank Shropshire Council, for help with running costs of the hall, also a grant to enable trustees of the hall to assist people in our community, people who were self isolating in the lockdown and beyond. Trustees of the hall helped with shopping, collecting medication and so on. A flyer was delivered to every household in the Parish with emergency contact numbers for village hall trustees and Alexa, an employee of the National Trust at Dudmaston hall, for parishioners to ask for any support they may need.

During lockdown we applied to be part of the Calor Gas Crowdfunder. We desperately need to upgrade our car parking facilities and we were fortunate to receive funds towards upgrading the car park.

We strive to keep the building in good shape and with funds raised through events, lettings and grants; we are looking at repairs and renewal of windows with a longer term goal of replacing the roof tiles and properly insulating the roof space. Also we are looking at a more efficient way of heating the building.

To enable full use of the kitchen, some of the Trustees completed a Health and Hygiene course. The kitchen was also inspected by Environmental Health, who gave us a full five star rating.

Finally, we would like to thank everybody who continues to support the village hall and have made so many things possible during difficult circumstances.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity considers the level of reserves to be set at each Annual General Meeting. The reserves are held in a separate bank account to the main account for the Charity. We currently hold £8660.43p in Reserve the purpose of which is to meet any emergency requirements and act as a sinking fund for future maintenance.

### Details of any funds materially in deficit

## 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.


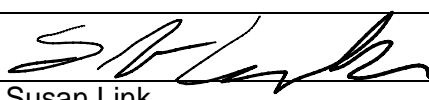
One of our main objectives has been to increase our income from fundraising activities and lettings, which is a trend we have managed to achieve up to this year.  
Due to COVID -19, this year's events and lettings have been slightly down and has had an effect on income. We have been able to secure grants to help with the shortfall.

## 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)	Annette Nicholls	Susan Link
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28 <sup>th</sup> August 2020	

**Unrestr****General****£****BALANCES at 31st August 2019**

Current account	9868.66
Paypal Account	502.13
Cash Float I.T. Suite	22.82
Petty Cash/ Float for VH events	40.00
Business Account	

**TOTAL****10433.61****RECEIPTS**

Hall Lettings. Shown on account statements inc Paypal.	3301.56
Events - Theatre, Music, workshops. See Event Ledgers for (	4456.71
<i>Donations: shown in TicketSource documents as well as the attached Treasurers Account Statements and Paying in Boo</i>	743.76
Cash Donations for Kids Xmas Party food/ Receipt Book No 81	41.00
Cash Donations/ Burns Piper £65/ volunteers £60/ Receipt	125.00
Refund for Knife set (Maintenance & Equipment)	36.88
Cash I.T. Float Income £8 cash for yoga & £4.79 for Jams	12.79
Petty Cash/ Float for VH events	
bank interest	

**Grants**

Shrops Council, Retail, Hospitality& Leisure	BGC	10000.00
Shropshire Council COVID support	BGC	500.00
Sports England	FPI	
Calor Gas Crowdfunder	FPI	
Calor Gas Crowdfunder Top Up Grant	FPI	

**TOTAL RECEIPTS****19217.70****PAYMENTS**

Rent N.T.	CHQ 642	50.00
Electricity Ecotricity	DD x 8	1524.27
Water Severn Trent	DD x 2	110.04
Maintenance / Equipment/ Training to aid Village Hall function		2189.25
Events,performances including overheads e.g.food / refund:		4091.07
CHUBB Fees	FPO	281.82
Shrops Rural Com Council Membership	FPO	35.00
Shrops CC Licensing	FPO	70.00
T.V. License	DD x 1	157.50
Contents / Public Liability Insurance	CHQ 644	595.51
Plusnet Broadband (PNET)	DD x 12	338.40
Calor Gas Crowdfunder/ Match Funding Total	DEB x 4	

QVH iPage Website costs Bank Statement &	P/P	291.44
Breast Cancer Care Fundraiser	FPO	387.00
PayPal Fees and Yoga Payment	P/P	8.90
Flowers For Gwen Pearson's Funeral	FPO	25.00

**TOTAL PAYMENTS** **10155.20**

**EXCESS OF RECEIPTS OVER PAYMENTS** **9062.50**

**Transfers between Funds** **-5000.00**

**TOTAL RESOURCES at 31 AUG 2020** **14496.11**

**REPRESENTED BY**

CREDIT AT BANK 31 AUG 2020	14341.74
Balance of PayPal Account 31Aug 2020	78.76
Cash Float I.T. Suite 19/20	35.61
Petty Cash/ Float for VH events	40.00
reserve account 31 Aug 2020	
	<b>14496.11</b>

Restricted Funds	Restricted Funds	TOTAL
Reserves	Crowdfunder	
£	£	£
		9868.66
		502.13
		22.82
		40.00
3657.21		3657.21
<b>3657.21</b>		<b>14090.82</b>
		3301.56
		4456.71
		743.76
		41.00
		125.00
		36.88
		12.79
3.22		3.22
		10000.00
		500.00
	1410.00	1410.00
	7994.57	7994.57
	5000.00	5000.00
<b>3.22</b>	<b>14404.57</b>	<b>33625.49</b>
		50.00
		1524.27
		110.04
		2189.25
		4091.07
		281.82
		35.00
		70.00
		157.50
		595.51
		338.40
	6230.00	6230.00



		291.44
		387.00
		8.90
		25.00
	<b>6230.00</b>	<b>16385.20</b>
<b>3.22</b>	<b>8174.57</b>	<b>17240.29</b>
5000.00		
<b>8660.43</b>	<b>8174.57</b>	<b>31331.11</b>
	8174.57	22516.31
		78.76
		35.61
		40.00
8660.43		8660.43
<b>8660.43</b>	<b>8174.57</b>	<b>31331.11</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Quatt Village Hall Committee**

No (if any)  
**1090759**

**Receipts and payments accounts**

**CC16a**

For the period from	1st September 2019	To	31st August 2020
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall lettings	3,302	-	-	3,302	5,556
Events	4,457	-	-	4,457	7,764
Donations	910	-	-	910	614
Bank interest	3	-	-	3	2
Grants - COVID	10,500	-	-	10,500	-
Grant - Sports England		1,410		1,410	
Grant - Calor gas crowdfunder	-	5,000	-	5,000	-
Calor gas crowdfunder donations	-	7,995	-	7,995	-
Other	48	-	-	48	202
<b>Sub total</b> (Gross income for AR)	<b>19,220</b>	<b>14,405</b>	<b>-</b>	<b>33,625</b>	<b>14,138</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>19,220</b>	<b>14,405</b>	<b>-</b>	<b>33,625</b>	<b>14,138</b>
<b>A3 Payments</b>					
Rent	50	-	-	50	50
Electricity	1,524	-	-	1,524	1,568
Water	110	-	-	110	105
Maintenance & Equipment	2,471	-	-	2,471	1,361
Calor gas crowdfunding - match fund contribution		6,230		6,230	-
Cost of Events	4,091	-	-	4,091	4,446
Insurance	596	-	-	596	1,086
Internet	338	-	-	338	338
Licences etc	554	-	-	554	852
Miscellaneous	421	-	-	421	791
<b>Sub total</b>	<b>10,155</b>	<b>6,230</b>	<b>-</b>	<b>16,385</b>	<b>10,597</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,155</b>	<b>6,230</b>	<b>-</b>	<b>16,385</b>	<b>10,597</b>
<b>Net of receipts/(payments)</b>	<b>9,065</b>	<b>8,175</b>	<b>-</b>	<b>17,240</b>	<b>3,541</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year ended</b>	<b>14,091</b>	<b>-</b>	<b>-</b>	<b>14,091</b>	<b>10,550</b>
<b>Cash funds this year ended</b>	<b>23,156</b>	<b>8,175</b>	<b>-</b>	<b>31,331</b>	<b>14,091</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Lloyds Bank- main account	14,342	8,175	-
	Lloyds Bank-reserve account	8,660		-
	Paypal account	79	-	-
	Petty cash	75	-	-
	<b>Total cash funds</b>	<b>23,156</b>	<b>8,175</b>	<b>-</b>

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	none	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	none		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	none		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

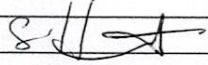
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	none		-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



STEPHANIE HINTON

28.09.21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Independent  
examiner's  
report on the  
accounts**

**Section A  
Independent Examiner's Report**

Report to the trustees/ members of

On accounts for the year ended  Charity no (if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2020.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Responsibilities and basis of  
report**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

**Independent examiner's  
statement**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date:

Name:

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

Address: