

# **Milfield Reading Room Trustees' annual report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.**

## **Reference and administration details.**

**Charity Name.** Milfield Reading Room

**Other names Charity is know by** MRR

**Registered Charity Number** 1092983

**Charity's principal address.** Milfield Reading Room  
Main Road  
Milfield  
NE71 6HT

## **Names of the Charity Trustees who manage the Charity**

John William Fairbairn.	Chairman
Jonathan Richard Darlington	Treasurer
John David Hughes	Secretary
Iain Burn	
Allan Colman	
Collin Pattern Jeffries	
Julie Fairbairn	

## **Names and Addresses of Advisers (Optional Information)**

Community Action Northumberland  
Louise Currie (Village Hall Adviser  
Front Street,  
Pegswood ,  
NE61 6UF

The Charity has no Staff

## **Structure governance and management**

## **Description of the Charity's trusts**

**Type of Governing Document:**

Order of the Charity Commission Sealed on the 17<sup>th</sup> May 2002 as amended on the 11<sup>th</sup> May 2019

**How the Charity is Constituted**

Unincorporated Association

**Trustee selection methods**

The Trustees are appointed or reappointed annually at the Annual General Meeting

**Additional governance issues(optional)**

Membership is open to all residents of Milfield and North Northumberland. The trustees oversee the day to day running of the Reading Room. The Trustees seek the views of members and user groups in deciding how to run the Charity and what activities are required.

There are Child Protection, Vulnerable Adults, financial control and safeguarding policies in place which are reviewed annually.

The Trustees and volunteers receive no remuneration or other benefits.

We are considering reviewing the annual appointment of all trustees to reduce the risks of a lack of continuity and reviewing the trusts structure for the future.

**Objects and activities****Summary of the objectives of the Charity set out in its governing Document**

- 1) The object of the Charity is the provision and maintenance of a Village Hall for the use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including for use for a) meetings, lectures and classes, and b) other forms of recreation and leisure time occupation, with the object of improving the conditions and life for the inhabitants.
- 2) The land inventoried in part 3 of the schedule of the scheme must be retained by the committee for the use for the objects of the charity.

**Summary of the main activities undertake for the public benefit In relation to these objects**

When planning our activities we keep in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Our main activities are providing meeting space for community groups to operate at minimal cost.

We are working with RuralUs to encourage new groups to start following the Covid 19 closure of many community groups.

We are exploring an emergency hub/warm hub for the community and run a coffee morning every week.



The Art Group has become well established and the snooker billiards table is now well used.

### **Additional details of objectives and activities (Optional Information)**

We are progressing with the final stages of the refurbishment of the exterior of the Reading Room

### **Achievements and performance.**

The snooker/billiard table is now well used, we have established a Small Art Club and have a community coffee morning operating every week. The exterior renovations including a new drain are well underway. The fencing and paving are nearly complete. The Roof repairs are completed. Much of this year has been taken up raising funds to purchase the Methodist Chapel building which we rely on to run the table tennis club and other larger events such as the Coronation Lunch. We have now raised the funds thanks to the generosity of various donors and trusts and are in the final stages of the purchase process. We hope to be able to increase our user groups and offering, once we have a larger space to enhance the community engagement.

### **Financial review**

#### **Brief Statement of the Charity's Policy on reserves**

WE AIM TO HOLD 6 MONTHS RUNNING COSTS AS A RESERVE. The main risk to the Charity is the time it has taken to restart groups and rebuild public confidence in meeting. Our total receipts were £117,530 Our expenditure was £4,117. Our current bank balance at the end of the year was £141,744 with cash of £497 and an unbanked cheque of £30. Designated funds are as follows: Church purchase £83,426 Exterior improvements £28,500 111 club prize fund £979 Table tennis club £516 leaving £28850 in unrestricted funds.

#### **Details of any funds materially In deficit**

None.

### **Further financial review details (Optional Information)**

Our main source of funds has been grants and donations to cover the purchase of the Church building . The 100 club has continued to operate its monthly draw. Room hire is now received for the coffee morning, Art Club, Parish Council meetings and monthly church service. The billiard snooker table is now very well used on a daily basis. Significant expenditure has occurred on the external improvements thanks to a lottery grant.

### **Other optional information**

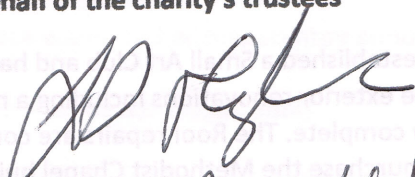
We are in the final stages of purchasing the Methodist Chapel to preserve community facilities which would be lost; our current building is not large enough to take them on. With both buildings we can keep the community sustainable and expand our activities.

## Declaration

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

Signed on behalf of the charity's trustees

Signature



Full name

John David Hughes

Position

Secretary / Trustee

Date

19/7/23





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Milfield Reading Room

No (if any)  
1092983

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/22

To

Period end date  
31/03/23

### 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>					
Receipts from Charitable Activities	4,867	-	-	4,867	2,356
Government Grants Received	120	-	-	120	21,771
Other Grants Received	-	111,926	-	111,926	288
Bequest	-	-	-	-	3,112
Other Receipts	101	516	-	617	500
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	5,088	112,442	-	117,530	28,027
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	5,088	112,442	-	117,530	28,027
<b>A3 Payments</b>					
Payments on Charitable Activities	4,117	-	-	4,117	1,673
Refurbishment Payments	-	-	-	-	4,568
Other Payments	-	-	-	-	2,371
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	4,117	-	-	4,117	8,612
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	4,117	-	-	4,117	8,612
<b>Net of receipts/(payments)</b>	971	112,442	-	113,413	19,415
<b>A5 Transfers between funds</b>	- 424	424	-	-	-
<b>A6 Cash funds last year end</b>	28,303	555	-	28,858	9,443
<b>Cash funds this year end</b>	28,850	113,421	-	142,271	28,858

## 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>	Bank Account	28,353	113,421	-
	Cash	497	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,850</b>	<b>113,421</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Reading Room Building	General Fund	-	-
	Fixtures and Fittings in Building	General Fund	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Milfield Reading Room

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)**

1092983

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and  
basis of report**

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").

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.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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

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.

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

**Signed:**

**Date:**

19<sup>th</sup> January 2024

**Name:**

Peter Forrester

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

**Address:**

3 Whitton Park

Milfield

NE71 6HT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

As reported in the previous accounting period money from cash raising events was historically casually recorded and this practice carried forward for 6 months into the year ended 31<sup>st</sup> March 2023. The amounts involved are minor and since October 2022 a double-entry bookkeeping system has been used.

- The independent Examiner would make the following observations:
1. It would be good practice to record the names of persons handling cash receipts
  2. During the accounting period the Trust decided to purchase the old Methodist church. The financial risks associated with the transaction did not appear to be recorded in the Trust's minutes.