

Westleton Village Hall CIO

Trustees' Annual Report for the year ended 5 April 2021

Charity information

Registered Address: Westleton Village Hall CIO
The Street
Westleton
Saxmundham
Suffolk
IP17 3AD

Registered Charity Number: 1164038

Trustees: Irene Bews
Liz Barton
Dilys Hall
Anne Ingram
Fiona Ireland
Ken MacGladrie
Nick Santon
John Shepherd
Chris Wood

Independent Auditor: Brian Boulanger

Structure, Governance and Management

Westleton Village Hall (the Charity) was registered as a charitable incorporated organisation (CIO) on 25 October 2015. Management of the Charity is by a Board of Trustees which traditionally has met six times a year but more recently has met monthly. Trustees, who are normally appointed for a term of three years, may be either elected by members of the public at the annual general meeting (AGM), nominated by User Groups or appointed by sitting Trustees in accordance with section 10 of the Constitution of the CIO. The Trustees are supported by a part-time Centre Manager and a number of volunteers who run events at the hall and/or support specific activities or projects.

Objectives and Activities

The objectives of the CIO set out in Section 3 of the Constitution,

- To own and manage the building known as Westleton Village Hall for the use of the inhabitants of the Parish of Westleton in the County of Suffolk (the area of benefit) without distinction of sex, sexual orientation, age, disability, nationality, race, ethnic origin, or political, religious or other opinions for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

- To make the Hall available for use for the above purposes by all people who have need for such facilities by reason of their youth, age, infirmity, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.
- To make the Hall available for private hire by individuals or organisations, both within and beyond the area of benefit, for the above purposes and for private or social purposes at the discretion of the trustees.

Activities and Achievements

The Village Hall was closed for a major part of the year, opening only for a short period in the summer under COVID-19 secure arrangements. A limited number of public events, including lectures and a theatrical production were held in the main hall and the foyer café provided a much-valued open-air service when the weather permitted.

During the Covid lockdowns the Trustees and Centre Manager led a much valued “Westleton Community Care Network (WCCN)” with the local Parish Council and St Peter’s Church providing regular information, advice and virtual social events to support the local community and particularly those living in isolation. In recognition the Parish Council, on behalf of the WCCN , received a Lord Lieutenant of Suffolk Award *“In Recognition of the Outstanding Service to the Community in Suffolk during the Covid19 Pandemic”*.

The hall was able to remain operational thanks to business and other grant support from the Big Lottery, Suffolk Coronavirus Community Fund and East Suffolk Council. The trustees also secured “bounce back grant funding” from Community Action Suffolk to recruit additional temporary support for the eventual reopening of the hall and introduction of new activities and events.

In January the renovated hall received a prestigious “Quality of Place – Community Award” from East Suffolk Council for the sensitive design and facilities provided by the renovation.

Accounting, accounts, annual reports and returns

The Trustees have complied with the provisions set out in Section 25 of the Constitution and the requirements of the Charities Act 2011 with regard to the keeping of accounting records, the preparation and scrutiny of statements of account, and the preparation of annual reports and returns.

On behalf of the Board of Trustees
Westleton Village Hall



CHARITY COMMISSION
FOR ENGLAND AND WALES

Westleton Village Hall

No (if any)
1164038

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	May-20		30-Apr-21

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 £
A1 Receipts					
Hall lettings'	1,134	-	-	1,134	3,976
WildFlower Festival , Carol Supper, 100 club	1,175	-	-	1,175	1,355
Film Club	-	-	-	-	338
Sundries	89	-	-	89	266
Donations & Gift Aid	1,372	-	-	1,372	1,725
Bank Interest	95	-	-	95	814
Grant & WCCN	27,388	3,000	-	30,388	2,804
Foyer café sales	1,490	-	-	1,490	104
New Extension & Grants	-	222	-	222	610,357
	-	-	-	-	-
Sub total (Gross income for AR)	32,743	3,222	-	35,965	621,739
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,743	3,222	-	35,965	621,739
A3 Payments					
Caretaking	2,025	-	-	2,025	2,261
Building Maintenance	1,192	-	-	1,192	-
Equipment	623	-	-	623	-
water & sewerage & rates	372	-	-	372	994
Electricity	2,981	-	-	2,981	1,494
Insurance	1,978	-	-	1,978	2,390
Sundries & Licences, Tel, IT	1,901	-	-	1,901	1,943
Festivals & Events	-	-	-	-	-
Health & Safety	879	-	-	879	-
Film Club	-	-	-	-	328
Centre Manager	11,405	-	-	11,405	3,619
Foyer consumables	2,105	-	-	2,105	654
WCCN & Bounce back	686	600	-	1,286	-
New Extension	-	23,688	-	23,688	631,119
	-	-	-	-	-
Sub total	26,147	24,288	-	50,435	644,802
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,147	24,288	-	50,435	644,802
Net of receipts/(payments)	6,596	- 21,066	-	- 14,470	- 23,063
A5 Transfers between funds	6,000	- 6,000	-	-	-
A6 Cash funds last year end	23,822	167,301	-	191,123	214,186
Cash funds this year end	36,418	140,235	-	176,653	191,123

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 £
B1 Cash funds	Cash including deposit accounts	36,418	140,235	-
		-	-	-
		-	-	-
	Total cash funds	36,418	140,235	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
		Irene Bews		
		Ken MacGladrie		

Westleton Village Hall

Statement of Accounts for the year ended 30th April 2021

		2020/21		2019/2020	
Income	Hall lettings	£1,134.00	£3,795.50	£103.70	£337.80
	Foyer Café	£0.00	£279.60	£0.00	£0.00
Income	Hall for All Events	£279.60	£440.00	£652.22	£0.00
	Gift Aid	£0.00	£0.00	£0.00	£0.00
Income	Carol Supper	£0.00	£0.00	£0.00	£0.00
	Wild Flower Festival & Exhibition	£0.00	£0.00	£0.00	£0.00
Income	Sundries	£89.00	£167.98	£354.88	£167.98
	100 Club	£1,175.00	£1,000.50	£2,304.00	£2,304.00
Income	WCCN	£110.00	£95.01	£0.00	£0.00
	Interest Rec'd	£0.00	£0.00	£0.00	£0.00
Income	Grant received from Council for COVID + Bounce back	£30,278.00	£610,357.81	£0.00	£0.00
	Project TOTAL	£33,574.30	£620,961.57	£0.00	£0.00
Total Income		£33,574.30	£620,961.57	£0.00	£0.00
Expenditure	Caretaking/Cleaning	£2,024.70	£2,260.74	£0.00	£0.00
	Building Maintenance & Servicing	£1,191.73	£0.00	£0.00	£0.00
Expenditure	Equipment	£622.96	£1,494.43	£3,619.12	£1,494.43
	Centre Manager	£11,405.18	£3,619.12	£654.16	£905.41
Expenditure	Foyer Café Consumables	£2,104.92	£654.16	£905.41	£905.41
	Water and Sewage	£361.00	£905.41	£905.41	£905.41
Expenditure	Electricity	£2,980.60	£1,494.43	£905.41	£905.41
	Telephone & Website	£665.09	£0.00	£0.00	£0.00
Expenditure	Insurance	£1,977.94	£2,390.45	£2,390.45	£2,390.45
	Sundries	£474.81	£1,132.56	£1,132.56	£1,132.56
Expenditure	Rates	£11.09	£90.00	£90.00	£90.00
	Licences	£386.40	£810.06	£810.06	£810.06
Expenditure	Health & safety	£878.88	£0.00	£0.00	£0.00
	Training	£25.00	£0.00	£0.00	£0.00
Expenditure	Film Club	£0.00	£327.74	£327.74	£327.74
	Hall for All Events	£24.73	£0.00	£0.00	£0.00
Expenditure	Marketing, leaflets etc	£325.80	£0.00	£0.00	£0.00
	Bounce Back salaries	£600.00	£0.00	£0.00	£0.00
Expenditure	WCCN	£686.38	£0.00	£0.00	£0.00
	Project TOTAL (net)	£23,466.12	£631,118.34	£631,118.34	£631,118.34
Total Expenditure		£50,213.33	£646,297.44	£646,297.44	£646,297.44
Surplus for the year		-£14,470.03	-£23,062.94	-£23,062.94	-£23,062.94
Add balance at start of year		£191,122.83	£214,185.77	£214,185.77	£214,185.77
Balance at end of year		£176,652.80	£191,122.83	£191,122.83	£191,122.83
The balance is made up of		£13,740.59	£13,729.21	£13,729.21	£13,729.21
	COIF deposit account	£47,488.61	£47,449.28	£47,449.28	£47,449.28
	COIF building development a/c	£7,012.49	£21,577.53	£21,577.53	£21,577.53
	HSBC current account	£108,411.11	£108,366.81	£108,366.81	£108,366.81
	HSBC savings account	£176,652.80	£191,122.83	£191,122.83	£191,122.83
Note: uncashed cheque		40.05			

Irene Bews
TreasurerBrian Boulanger
Auditor