



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
From 1st	April	2020	To 31st	March	2021

Section A

Reference and administration details

Charity name **KEEKLE VILLAGE HALL**

Other names charity is known by

Registered charity number (if any) **1166094**

Charity's principal address Keekle Village Hall, Keekle Terrace,

Cleator Moor,

Cumbria

Postcode

CA25 5RQ

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	Pamela Palmer	Chair		
2	Robert Fearon			
3	Ivor Fee			
4	Sheila Fleming			
5	Anne Gate			
6	Ida Gate			
7	John C Jewell			
8	Marlene Jewell			
9	Joyce Leech		20/7/20 onwards	
10	Marilyn Robinson	Treasurer		

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

Name	Dates acted if not for whole year

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)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by the first charity trustees (Constitution ref. 9.3.3)

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.

MAJOR RISKS CONSIDERED:

Covid-19 Pandemic:

Following government guidelines, the Hall was closed for 1st Lockdown from 16/3/20.

Risks minimised by suspending usual monthly trustee meetings. Trustees updated by email / hard copy where unable to access email. Extraordinary meeting on 20/7/20 replaced AGM. Only attended by 3 trustees (quorum), socially distanced.

Re-opened for exercise classes from 26/7/20, after carrying out a Health & Safety Covid-19 risk assessment [documented, along with actions taken]. Numbers limited to 7 per session.

Socially distanced meetings held in August (trustees) & September (Parish Council). Hall used by a group of 2 musicians for practice sessions in August.

2nd Lockdown from 5/11/20 to 2/12/20. Then Tier 2, Tier 4 and 3rd Lockdown so Hall was closed from 5 November to end of financial year. Not expected to re-open for social events until after 17 May 2021.

Loss of income was mitigated by government grants re Covid-19 restrictions imposed. Otherwise, agreed reserves of £5,000 would have covered fixed costs during enforced closure.

Undertaking Phase 2 & starting Phase 3 Renovation Works:

Risk mitigated by:

Agreeing that works will only be authorised upon receipt of grant funding or if funds are already available through fundraising events. Using known contractors, previously involved in Phase 1 works. Costs of renovation work monitored against budget / funding available and progress / financial position reported monthly to trustees. 3 trustees attending regular site meetings with contractors.

Regular progress reports to grant funders / confirming authorisation of variations to project.

Detailed receipts and payments accounts are maintained and reconciled to bank statements. Available funds are reported on a monthly basis to trustees.

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

To establish and run a village hall and to promote, for the benefit of the inhabitants of the Parish of Weddicar, Cumbria and the surrounding area, the provision of facilities for recreation, or other leisure time occupation, in the interests of social welfare and with the object of improving the conditions of life of 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 have had regard to the guidance issued by the Charity Commission on public benefit and the facilities are made available without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

However, activities have been restricted to a limited number of exercise classes due to Covid-19 restrictions throughout this financial year.

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.

Grant applications were made to a number of bodies to raise funds for the renovation of the village hall, as required by the lease agreement. Details of funds awarded to date are given in Section D.

All the trustees are volunteers.

The major renovations carried out as Phase 2 and Phase 3 (ongoing) were planned and co-ordinated by a sub-group of trustees.

Volunteers from the trustees and the community carried out decoration of the main hall and kitchen, following completion of Phase 2 renovation works.

Summary of the main achievements of the charity during the year

Due to Covid-19 restrictions, the village hall has been closed to the public for most of the year.

When restrictions eased between 26 July until 5 November 2020, there were:

- 11 Exercise Classes
- 2 Private hire exercise classes
- 3 meetings

Closure of the Hall enabled major renovations to be undertaken:

Phase 2:

Fitting thermal wallboards / re-plastering / replacing skirting boards throughout (except entrance hall and toilet/cloakroom area)

Re-wiring, installing new heaters throughout (except entrance hall)

Damp-proofing kitchen and stage floor

Replacing flat roof above kitchen area

Replacing / installing extra kitchen units

Decorating all the renovated areas

Fitting new flooring to kitchen & stage [WIP @ 31/3/21]

Installing Fire detection / alarm system [WIP @ 31/3/21]

Phase 3: [started February 2021. WIP @ 31/3/21]

Renovation of entrance hall

Installation of entrance door with automatic disabled access

Addition of a disabled access toilet / washbasin

Renovation of existing toilet / washbasin

Installation of new flooring to entrance hall and toilets

Creation of storage area above toilets, with loft ladder

Creation of ramp & refuge area outside rear fire exit

Decorating of renovated areas.

Purchase of new folding tables / stackable chairs / storage racks / chair trolleys

Grants were awarded towards renovation of the Hall:-

Phase 2

The Dowager Countess Eleanor Peel Trust	£ 7,500	[received 2019/20]
Tesco Bags of Help	£ 1,166	
Lottery Community Fund	£32,000	[£2,895 still to claim]
ACRE Village Halls Grant	£10,666	
Persimmon Homes	£ 1,000	[Paid in advance]
Total	£52,332	

Phase 3

Co-op Community Fund	£ 4,019	[Paid in advance]
Copeland Community Fund	£18,750	[Paid in advance]
Copeland Community Fund	£ 6,250	[Still to claim]
Total	£29,019	

Community donations totalled £1,449. These included £800 from Weddicar Parish Council; £325 in memory of former Trustee, Jeff Leech, £300 from ASDA and £24 from private individuals.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed to keep reserves of £5,000 (plus interest) in order to cover any operating costs in the 6 months' notice period, in the event that the lease has to be terminated or if the Hall is closed during renovations.

The reserves were not drawn upon in 2020/21.

Details of any funds materially in deficit

None.

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.

The principal source of operational funding during 2020/21 was from government support grants due to the Covid-19 restrictions. These totalled £20,636 over the financial year.

The capital costs of renovation work paid for in 2020/21 totalled £48,323, funded by £47,437 in grants (£7,500 of which was received in 2019/20) and £886 from own funds. Outstanding payments once this work is completed are estimated at £29,084. These expected payments have been identified as Liabilities in the Annual Accounts.

This renovation work has resulted in a completely revitalised building which will be a valuable asset as a community venue, once current restrictions are eased.

As at 31st March 2021, available funds stood at £49,721 (including £29,919 in restricted funds – of which £22,769 is earmarked for the renovation work liabilities shown above, £2,000 for outstanding Phase 2 payments, £5,000 reserves + £150 in interest / donations in reserves account).

This is after payments of £51,787 in the year (£48,323 renovation costs and £3,464 operational costs).

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above at the Annual General Meeting on 23 June 2021.



Charity Name
KEEKLE VILLAGE HALL - FINAL ACCOUNTS

1166094

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

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					
Donations, legacies and grants	21,285	65,547		86,832	26,214
Fundraising Events	604			604	7,974
Interest on deposit account	5			5	25
Interest on restricted funds		15	-	15	42
			-	-	-
			-	-	-
			-	-	-
			-	-	-
Sub total (Gross income for AR)	21,894	65,562	-	87,456	34,255
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,894	65,562	-	87,456	34,255
A3 Payments					
Cost of fundraising events	120	105	-	225	1,235
Premises Expenditure	2,190	-	-	2,190	2,362
Printing, postage, stationery & supplies	34	-	-	34	633
Insurance	215	800	-	1,015	782
Professional Fees re potential grants					120
Capital expenditure re Hall renovations	886	47,437	-	48,323	39,232
		-	-	-	-
Sub total	3,445	48,342	-	51,787	44,364
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets		-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,445	48,342	-	51,787	44,364
Net of receipts/(payments)	18,449	17,220	-	35,669	10,109
A5 Transfers between funds	30	-	-	-	-
A6 Cash funds last year end	1,323	12,729	-	14,052	24,161
Cash funds this year end	19,802	29,919	-	49,721	14,052

Note: Restricted funds include the agreed reserves of £5,000. Restricted grants received in 2020/21 totalled £64,706 towards capital expenditure on renovations. Unrestricted grants received totalled £20,636 re Covid-19 restrictions & £300 ASDA community donation. Restricted donations included £800 from Weddicar Parish Council towards insurance. Unrestricted donations included £325 in memory of former trustee, Jeff Leech.

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	Bank account - sum of current account and notice account. £24,769 of the restricted funds remains in the current account - grants paid in advance to pay for renovation works.	19,827	29,919	-
	Payment issued not yet cleared	- 25		-
	Total cash funds	19,802	29,919	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Furniture - donated - WRITTEN OFF	Unrestricted	75	0
	Oil-filled radiator purchased 29/9/17	Unrestricted	50	-
	Crockery purchased Dec 2017	Unrestricted	452	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Phase 3 renovations WIP @ 31/3/21	Restricted	23,769	
	Phase 3 renovations WIP @ 31/3/21	Unrestricted	4,315	
	Phase 2 electrical work WIP @ 31/3/21	Restricted	1,000	
	Lease Payment to Church Parish	Unrestricted	100	
	Parish Council Hall rent credit	Unrestricted	70	

Prepared: 28/04/21

APPROVED BY THE TRUSTEES AT THEIR ANNUAL GENERAL MEETING ON 23 JUNE 2021

Independent examiner's report to the trustees of Keekle Village Hall Charitable Incorporated Organisation

I report to the trustees on my examination of the accounts of the Keekle Village Hall Charitable Incorporated Organisation (the CIO) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed: 

Name: GWYNNETH ANNE EVERETT

Relevant professional qualification or membership of professional bodies (if any):

Address:

Ain GARTH
MAIN STREET
FRIZINGTON
CA26 3PQ

Date:

27/5/2021

Independent examiner's report to the trustees of Keekle Village Hall Charitable Incorporated Organisation

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Date:

27/5/2021