



## Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1st	April	2021		31st	March	2022

### 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	Ivør Fee			
4	Sheila Fleming			
5	Anne Gate			
6	Ida Gate			
7	John C Jewell			
8	Marlene Jewell			
9	Joyce Leech			
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 April, May, most of December and January.

##### Risks minimised by a Health & Safety Covid-19 risk assessment

[documented, along with actions taken]. Social distancing, numbers limited at classes, few events with larger numbers, regular cleaning of premises. Events cancelled when number of covid-cases were high locally.

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 3 Renovation Works:**

##### Risk mitigated by:

Works only authorised upon receipt of grant funding or if funds were already available through fundraising events.

Using known contractors, previously involved in Phase 1 & Phase 2 works.

Costs of renovation work monitored against budget / funding available and progress / financial position reported monthly to trustees.

3 trustees attended regular site meetings with contractors.

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

Detailed receipts and payments accounts maintained and reconciled to bank statements. Available funds 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 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.

All the trustees are volunteers.

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

Volunteers from the trustees carried out decoration of the entrance hall and new toilets, following completion of Phase 3 renovation works.

Volunteers are responsible for organising activities, events & private hire of the Hall.

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

**Due to Covid-19 restrictions, there was some reduction in activities. However, there were**

**:**

- 15 Exercise Classes
- 30 Line Dancing Classes
- 14 Private Hire events
- Twice weekly Band Practice
- 5 W.I. meetings
- Monthly Parish Council Meetings
- 2 Live Music Nights
- 2 Wreath-making classes
- Christmas Band Concert
- Coffee Morning
- Christmas Fair

**Closure of the Hall enabled major renovations to be undertaken:**

**Phase 3:**

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 damp-proofing / concrete floor / new flooring to entrance hall and toilets

Creation of storage area above toilets, with loft ladder

Installation of new fire door to kitchen

Creation of ramp & refuge area outside rear fire exit

Decorating of renovated areas.

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

In addition, remaining internal doors were stripped and oiled.

**Grants were awarded towards renovation of the Hall:-**

**Phase 3**

Co-op Community Fund	£ 4,019
Copeland Community Fund	£25,000

Total	<u>£29,019</u>
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**Community donations totalled £1,028.** These included £800 from Weddicar Parish Council; £148 from the W.I. and £80 from private individuals.



## Section E

## Financial review

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

The trustees had 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 2021/22.

It was agreed to create a sinking fund to meet the cost of future renovations / major repairs.

### 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 2021/22 was from government support grants due to the Covid-19 restrictions. These totalled £10,667 over the financial year.

Fundraising events raised £4,971.

Operational expenditure totalled £6,197.

In addition assets purchased (chairs, tables, chair and table trolleys) cost £4,554.

The capital costs of renovation work in 2021/22 totalled £32,225. All payments have been made. There are no outstanding liabilities.

This renovation work has resulted in a completely revitalised building which will be a valuable asset as a community venue for many years to come.

As at 31<sup>st</sup> March 2022, available funds stood at £23,388 plus £5,212 in the reserves account.

## 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 24 May 2022.



Charity Name  
KEEKLE VILLAGE HALL - FINAL ACCOUNTS

1166094

## Receipts and payments accounts

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For the period from 01/04/2021 To 31/03/2022

### 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>					
Donations, legacies and grants	10,895	9,993		20,888	86,832
Fundraising Events	4,971			4,971	604
Interest on deposit account				-	5
Interest on restricted funds		14	-	14	15
			-	-	-
			-	-	-
			-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,866</b>	<b>10,007</b>	<b>-</b>	<b>25,873</b>	<b>87,456</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>15,866</b>	<b>10,007</b>	<b>-</b>	<b>25,873</b>	<b>87,456</b>
<b>A3 Payments</b>					
Cost of fundraising events	1,310		-	1,310	225
Premises Expenditure	3,465	-	-	3,465	2,190
Printing, postage, stationery & supplies	389	-	-	389	34
Insurance	233	800	-	1,033	1,015
Capital expenditure re Hall renovations	8,915	23,310	-	32,225	48,323
		-	-	-	-
<b>Sub total</b>	<b>14,312</b>	<b>24,110</b>	<b>-</b>	<b>38,422</b>	<b>51,787</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of fixed assets	4,554	4,019	-	8,573	-
	-	-	-	-	-
<b>Sub total</b>	<b>4,554</b>	<b>4,019</b>	<b>-</b>	<b>8,573</b>	<b>-</b>
<b>Total payments</b>	<b>18,866</b>	<b>28,129</b>	<b>-</b>	<b>46,995</b>	<b>51,787</b>
<b>Net of receipts/(payments)</b>	<b>- 2,999</b>	<b>-18,122</b>	<b>-</b>	<b>- 21,121</b>	<b>35,669</b>
<b>A5 Transfers between funds</b>	<b>6,585</b>	<b>- 6,585</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,802</b>	<b>29,919</b>	<b>-</b>	<b>49,721</b>	<b>14,052</b>
<b>Cash funds this year end</b>	<b>23,388</b>	<b>5,212</b>	<b>-</b>	<b>28,600</b>	<b>49,721</b>

Note: Restricted funds @ 31/3/22 is the reserves account balance of £5,212. Restricted grants received in 2021/22 totalled £9,145 towards capital expenditure on renovations. Unrestricted grants received totalled £10,667 re Covid-19 restrictions. Restricted donations included £800 from Weddicar Parish Council towards insurance. Unrestricted donations included £148 from the W.I. and £80 personal donations.



## 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 accounts: Total of Current account and Notice account (Reserves). £3,560 in restricted grants deducted from current account and added to restricted funds.	24,786	8,772	-
				-
				-
	Payments issued not yet cleared	- 1,398	- 3,560	-
	<b>Total cash funds</b>	<b>23,388</b>	<b>5,212</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Oil-filled radiator purchased 29/9/17	Unrestricted	50	0
	Crockery purchased Dec 2017	Unrestricted	452	-
	90 Chairs + 2 chair trolleys June 2021	Both	7,006	-
	9 Tables + 2 Table Trolleys Nov 2021	Unrestricted	1,567	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)

Prepared: 22/04/22

APPROVED BY THE TRUSTEES AT THEIR ANNUAL GENERAL MEETING ON 24 MAY 2022



## **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 2022.

### **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: GWYNETH ANNE EVERETT

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

Address:

AINGARTH  
MAIN STREET  
FRIZINGTON  
CA26 3PQ

Date: 29/5/2022

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

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Date: 29/5/2022