



# Trustees' Annual Report for the period

Period start date		To	Period end date		
From	1		31	March	2021

## Section A Reference and administration details

Charity name	<b>All Saints Melbourn Community Hall</b>
Other names charity is known by	All Saints Community Hall
Registered charity number (if any)	1168855
Charity's principal address	Station Road
	Melbourn
	Cambridgeshire
Postcode	SG8 6DX

### 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
1	Mr Peter Hills	Chairman		At the AGM or by appointment by majority vote at a constitutionally convened meeting of trustees
2	Mrs Jacey Stewart	Vice-Chair		
3	Mrs Kimmi Crosby			
4	Mrs Margaret Howard			
5	Mrs Brenda Meliniotis	IT & Technical Trustee		
6	Mrs Irene Bloomfield			
7	Mr Chris Davison	Operations Trustee		
8				
9				
10				
11	Names of the trustees for the charity, if any, (for example, any custodian trustees)			
Name				
None			Dates acted if not for whole year	

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

Type of adviser	Name	Address
Treasurer with honorarium	Gaynor Beck	60 The Moor, Melbourn

Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution as on registration
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected at the members AGM or appointed by the trustees by majority vote at a constitutionally convened meeting of trustees.

### 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.

## Section C

## Objectives and activities

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

The charity's Objects are for the benefit of the inhabitants of Melbourn and the surrounding area by providing and assisting in the provision of facilities for the recreation and other leisure time occupation of the said inhabitants in the interests of social welfare and with the objective of improving their conditions of life.

**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 manage and operate the All Saints Community Hall for the benefit of all residents living or working in or around Melbourn. This is achieved by providing and maintaining a Community Hall that is offered to the public to hire, using the space and facilities available for leisure time and community activities.

The trustees are all volunteers and do not receive remuneration or benefit for the time that they apply to the running of the hall. There are no employees and any requirement for a specialist trade is met (so far as is reasonable) by using local contractors, suppliers or other competent volunteers.

The use of the hall incurs costs for rent, rates, insurance, water, electricity and gas as well as cleaning, redecoration, repairs, replacements and other general maintenance operations. These costs are met in part by a hire charge made for all community led activities and partly by fund raising events organised by a trustee sub-committee. The fund raising income is primarily assigned to identified improvement projects with the hire charges covering the costs associated with the actual use of the hall by the community.

Hire rates are structured to favour local and regular users and for those who make payment in advance of hire. Special consideration is given to youth groups and other charitable organisations to keep the costs as low as possible.

### 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.

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## Section D

## Achievements and performance

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

Due to the Covid-19 pandemic, the Trustees took the decision to close the hall on 23.03.20. The hall remained closed whilst we followed the guidance from the Government and ACRE closely. We only re-opened when we felt it was safe and the correct amount of sanitiser stations and signage was in place.

We offered the hall to the NHS to be used as a vaccine centre, but the offer wasn't taken up due to more suitable venue being available in a local town.

Whilst the hall was closed the trustees took it in turns to check the hall on a daily basis to ensure everything was still in working order.

Hire Rates are determined from the likely future use and cost of provision based on the previous year results adjusted to account for likely price increases. The hire rates are approved by the committee in April of each year for application from the beginning of the following May. Although running costs are likely to rise in the coming year, it is anticipated that the CIO will be able to absorb the price increases.

### Fund Raising

- All fund raising ceased during lockdown

### Donations received

- No donations were received during lockdown

### Improvement Projects completed in 2020/21:

- Hand sanitiser stations were installed throughout the hall

### Future Projects under consideration or in progress:

- Update the CCTV to enable remote viewing
- Install low level buffers in the car park alongside the fence
- Keyless entry to the hall

## Section E

## Financial review

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

ASCH aims to maintain as a minimum the equivalent of 3 months of average revenue income as an emergency fund that will provide cash for unexpected costs and charges. This fund will only be used to cover the cost of unplanned expense incurred due to unusual or unforeseeable circumstances.

**Details of any funds materially in deficit**

There are no funds 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.

**Section F**

**Other optional information**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mr Peter Hills	Mrs Jacey Stewart
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Vice Chair
<b>Date</b>	23/MAY/2022	





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

Charity Name

ALL SAINTS MERBURN COMMUNITY HALL

On accounts for the year  
ended

31 MARCH 2021

Charity no  
(if any)

1168855

Set out on pages

1 to 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to  
undertake the examination by being a qualified member of [insert name of  
applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination (other than that  
disclosed below \*) which gives me cause to believe that in, any material  
respect:

- the accounting records were not kept in accordance with section 130  
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements  
concerning the form and content of accounts set out in the Charities  
(Accounts and Reports) Regulations 2008 other than any requirement  
that the accounts give a 'true and fair' view which is not a matter  
considered as part of an independent examination.

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.

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

Signed:

Date:

09.03.2022

Name:

Sarah Davy Proquer

Relevant professional  
qualification(s) or body

F.A.I.A.

(if any):

Address:

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.

The cash funds at y/end 31/3/21 £26533  
Due to rounding differences of £2.00  
df 1/4/21. £26531.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
ASCH Melbourn Community Hall

No (if any)  
1168855

## 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 £
<b>A1 Receipts</b>					
Refund	- 44	-	-	- 44	14,426
donations	-	-	-	-	70
fundraising receipts	-	-	-	-	4,277
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	- 44	-	-	- 44	18,773
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	- 44	-	-	- 44	18,773
<b>A3 Payments</b>					
rent, rates, insurance	1,616	-	-	1,616	1,496
admin exps	1,913	-	-	1,913	2,776
utilities	2,296	-	-	2,296	2,469
cleaning and consumables	1,670	-	-	1,670	4,359
repairs and maintenance	906	-	-	906	1,830
capital exps	1,076	-	-	1,076	4,008
fundraising exps	-	-	-	-	769
misc exps	-	-	-	-	129
	-	-	-	-	-
<b>Sub total</b>	9,478	-	-	9,478	17,836
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	9,478	-	-	9,478	17,836
<b>Net of receipts/(payments)</b>	- 9,522	-	-	- 9,522	937
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	34,808	1,245	-	36,053	35,116
<b>Cash funds this year end</b>	25,286	1,245	-	26,531	36,053



## 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>	Petty Cash	12	-	-
	Lloyds Treasurer	923		
	Lloyds Bus. Deposit	20,100	-	-
	Cambs Build Soc	5,497	-	-
	<b>Total cash funds</b>	<b>26,533</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			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)
	tangible assets	cash	-	1,076
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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