



# Trustees' Annual Report for the period

Period start date		To	Period end date		
From	1		31	March	2022

## Section A

## Reference and administration details

Charity name	All Saints Melbourn Community Hall
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	Mr Gavin Stanley	Operations Trustee		
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)

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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 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.

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## 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

Following the closure of the hall during our last financial year, we were keen to re-open as soon as possible to start generating income. We were in a fortunate position that we had money in reserves to enable us to continue paying our regular bills whilst the hall was closed.

Following Government advice, we re-opened the hall on 17<sup>th</sup> May 2021. We welcomed back the majority of our regular hirers – whilst maintaining strict rules around cleaning and hygiene.

We also restarted our Defibrillator campaign and with thanks to a kind donation from a local resident we were able to install an SP1 ipad defibrillator in August. The defibrillator is linked to The Circuit and is available for public use 24/7.

We were fortunate to receive some trees as part of the Queen's Green Canopy and these have been planted in our garden

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. We are mindful of the increase in cost of living this year and 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 is still on hold. We hope to restart the cinema nights in April 2022

### Donations received

- Funds to cover the cost of a defibrillator

### Improvement Projects completed in 2021/22:

- Defibrillator storage case installed on the wall to house the defibrillator
- Underfloor heating was flushed to make it more efficient
- Maintenance carried out on toilet flushes
- External walkways and guttering cleaned
- CO2 monitor installed inside the hall
- Extensive repairs carried out to the boiler

### 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
- Extend the patio
- Treat the wooden fascias, soffits and bargeboards
- Install a sundial to commemorate the Queen's Platinum Jubilee

## 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

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





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
All Saints Melbourn Community Hall

On accounts for the year  
ended

31 March 2022

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 31/3/2022.

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:

11/12/2022

Name:

HUGH B. O'MALLEY

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

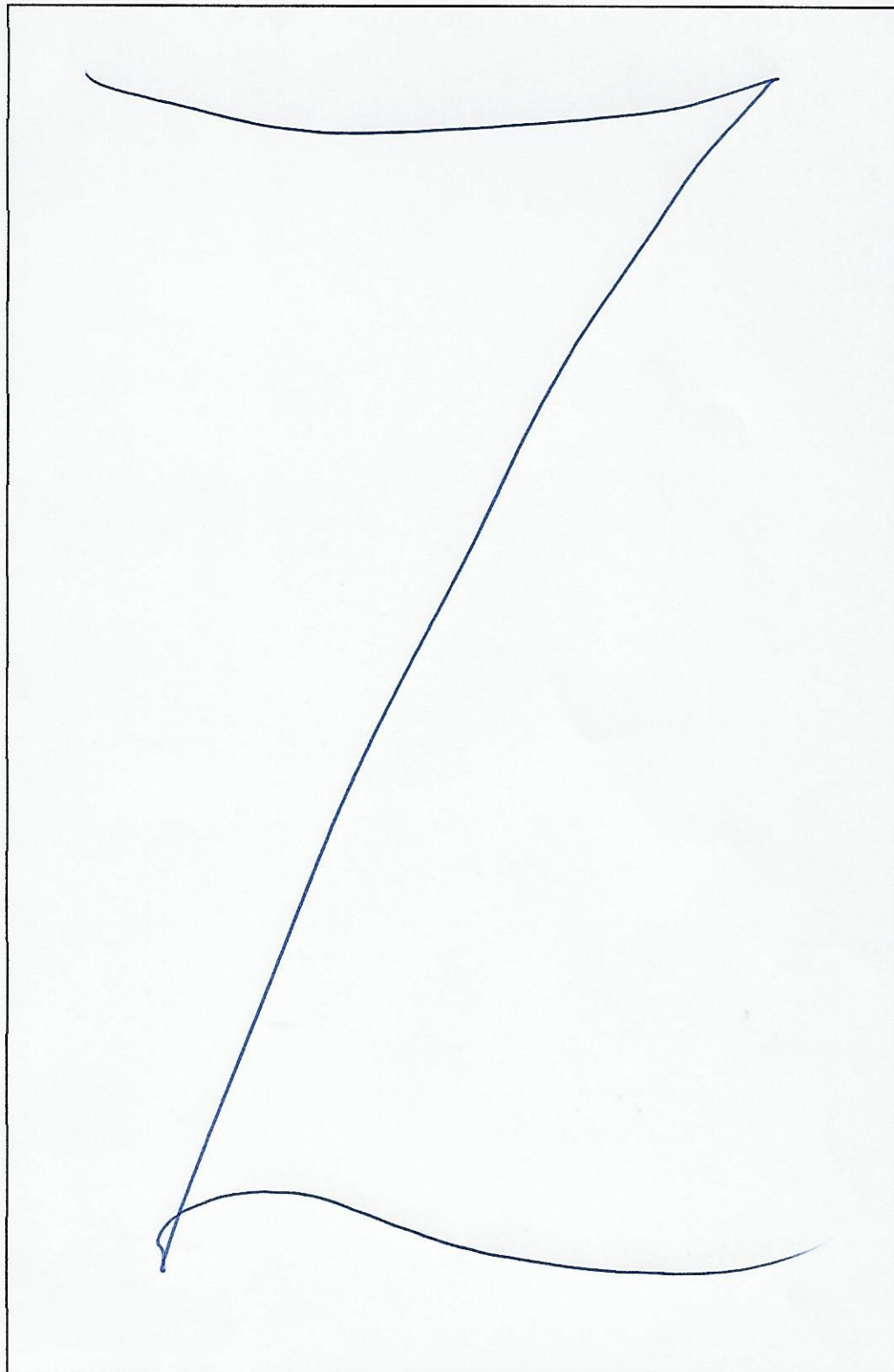
ACIB

Address:

9. DURY LANE  
MELBOURN  
SG8 6EP

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.







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
ALL SAINTS MELBOURN COMMUNITY HALL

No (if any)  
1168855

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2021		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>					
SALES RECEIPTS	10,104	-	-	10,104	-
DONATIONS	1,170	-	-	1,170	-
	-	-	-	-	-
INTEREST REC'D	48.11	-	-	48.11	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>11,322</b>	<b>-</b>	<b>-</b>	<b>11,322</b>	<b>-</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>11,322</b>	<b>-</b>	<b>-</b>	<b>11,322</b>	<b>-</b>
<b>A3 Payments</b>					
RENT, RATES, INSURANCE	1,690	-	-	1,690	1,616
ADMIN EXPS	3,144	-	-	3,144	2,088
UTILITIES	1,873	-	-	1,873	2,296
CLEANING & COMSUMABLES	2,846	-	-	2,846	1,640
REPAIRS & MAINTENANCE	2,690	-	-	2,690	906
CAPITAL EXPS	2,449	-	-	2,449	931
FUNDRAISING EXPS	-	-	-	-	-
MISC EXPS	-	-	-	-	-
BOOKING REFUNDS	206	-	-	206	44
<b>Sub total</b>	<b>14,899</b>	<b>-</b>	<b>-</b>	<b>14,899</b>	<b>9,521</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>14,899</b>	<b>-</b>	<b>-</b>	<b>14,899</b>	<b>9,521</b>
<b>Net of receipts/(payments)</b>	<b>- 3,577</b>	<b>-</b>	<b>-</b>	<b>- 3,577</b>	<b>- 9,521</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>26,532</b>	<b>-</b>	<b>-</b>	<b>26,532</b>	<b>36,053</b>
<b>Cash funds this year end</b>	<b>22,955</b>	<b>-</b>	<b>-</b>	<b>22,955</b>	<b>26,532</b>



## 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>	LLOYDS TRESURER A/C	7,297	-	-
	PETTY CASH	12	-	-
	CAMBRIDGE BUILDING SOCIETY	5,531		
	LLOYDS DEPOSIT A/C	10,115	-	-
	<b>Total cash funds</b>	<b>22,955</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<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)
	TANGIBLE ASSETS	CASH	-	3,552
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<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	