



## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2021

### INTRODUCTION

The Trustees of Stainton Village Hall CIO present this annual report together with the Receipts and Payments statement for the year ended 31<sup>st</sup> January 2021.

The financial statements have been prepared in accordance with the CIO's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Dodd & Co. Chartered Accountants have been appointed to undertake the independent examination of the report and financial statement.

### GOVERNING DOCUMENT

Stainton Village Hall CIO was registered with The Charity Commission on 13 September 2016 as a Charitable Incorporated Organisation (CIO), registered charity number 1169150. A copy of the CIO's constitution is available upon request.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The CIO is managed by its trustees acting through the forum of the Village Hall Committee. Currently, there are ten trustees on the committee.

The trustees are elected in accordance with Section 9 of the CIO's constitution dated 5<sup>th</sup> September 2016.

The CIO has a comprehensive set of policies governing the operation of the hall. All the policies are available on the hall's website at: [www.staintonvh.org.uk](http://www.staintonvh.org.uk). The policies which are of particular relevance to users of the hall (i.e. Health & Safety, Equality and Diversity, Environment and Protection of Children and Vulnerable Adults) are clearly identified in the bookings section of the website.

### OBJECTIVES AND ACTIVITIES

The objectives of Stainton Village Hall CIO are:

- to establish, maintain and run a village hall; and
- to promote the provision of facilities for recreation or other leisure time occupation



for the benefit of:

- the inhabitants of Stainton village, near Penrith, Cumbria and the immediate surrounding area; and
- individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances

in the interests of social welfare and with the objects of improving their conditions of life.

In determining these objectives, the Trustees have paid due regard to The Charity Commission guidance on public benefit.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Review Of Activities**

Following the opening of the new village hall on 22<sup>nd</sup> March 2019 and the progress achieved in the first ten months of operation, the CIO was in a strong position at the start of the financial year commencing 1<sup>st</sup> February 2020. The trustees had established a programme of regular events to raise funds to support the running costs of the hall (such as a community café, farmers market and music events) and had also secured a number of regular hirers booking the hall on a weekly basis for a range of classes and other activities. In addition, the trustees had planned a programme of monthly events in the hall to mark the 100 years anniversary of the existence of a village hall in Stainton.

However, as a result of Government restrictions due to Covid-19 the hall was closed from 21<sup>st</sup> March to 10<sup>th</sup> September 2020, from 5<sup>th</sup> November to 2<sup>nd</sup> December 2020 and from 29<sup>th</sup> December 2020 to 31<sup>st</sup> January 2021, a total of 233 days in the financial year (and the hall will remain closed at least until 12<sup>th</sup> April 2021 – see the section on Future Plans below).

During the periods when the hall was open the trustees organised some fundraising events and most of the regular hirers continued to book the hall for their classes and other activities.

As it was not possible for the centenary events to take place in the hall, the trustees made the decision to hold as many as possible online via Zoom. These events included a VE Day celebration and presentations on a range of subjects related to the local area (eg local businesses, a local historic house and its garden, the houses and gardens of the village, the Friends of Ullswater Society). The trustees also organised a monthly online quiz night and book club. The trustees believe that these online events were very successful in bringing together members of the local community while meeting in person was not possible, and with that in mind the trustees continued to organise monthly presentations, a quiz night and book club online beyond the original period of centenary events for the rest of the financial year.

No charges were made for attending the online events so they did not raise any revenue directly, but towards the end of the year the trustees decided to open an account on a fundraising website to enable people to donate to the hall.

### **Financial Review**

#### Overview

The CIO's income from its ordinary activities, namely fundraising events organised by the trustees and hiring out the hall, was considerably reduced as a result of the closures required by Covid-19



restrictions. However, this was more than offset by payments received under the Government's Local Restrictions Support Grants scheme.

#### Receipts

The CIO's total receipts for the year from income and Lottery funding were £40,204.

The total unrestricted income amounted to £22,596. The main source of income was payments under the Government's Local Restrictions Support Grant scheme, introduced in response to the closures required by Covid-19 restrictions, which totalled £17,573. Fundraising event organised by the trustees raised £1,457 (2020: £4,499) and hall hire income was £3,312 (2020: £6,404). The remainder comprised electricity feed-in tariff of £182, donations of £60 and bank interest of £12.

The CIO also received the final instalment of Lottery funding for the construction of the new hall of £17,608.

#### Expenditure

The CIO's expenditure for the year was £31,612. The main items of expenditure were £14,131 in relation to the construction costs of the new hall and £4,160 in associated professional fees. Other significant items were new equipment for the hall of £2,911, utilities (electricity and water) of £1,617, internet services and licences (including broadband and related equipment, email, online bookings, website, Zoom, music and lotteries licence) of £1,639, building works of £1,320 (making the main doors more accessible for wheelchairs), and cleaning and waste disposal charges of £1,414.

#### Surplus

The surplus of income over expenditure was £8,592.

#### Financial Resources at the Year End

On 31<sup>st</sup> January 2021 the CIO's financial resources comprised a current account balance of £30,592, a savings account balance of £10,149 and cash of £28.

The trustees are mindful that the final payment relating to the construction of the new hall, which is expected to be in the region of £11,000 - £12,000, and associated professional fees, will need to be paid out of the current resources. The trustees are also mindful that current account balance includes a grant of £2,553 received from the Cumbria Community Foundation in April 2019 which is earmarked for an arts project at the hall which should be completed during 2021. There are adequate funds in the current account to meet these payments while still leaving a healthy balance to fund the continued operation of the hall.

#### RESERVES POLICY

The trustees have agreed that the CIO should if possible maintain a balance of at least £10,000 in the CIO's savings account by way of a financial reserve.

The Trustees believe that the CIO has adequate financial resources to continue in operational existence for the foreseeable future.

#### INVESTMENT POWERS AND RESTRICTIONS

The Trustees have the power to invest in such assets as they see fit.



## RISK ASSESSMENT AND COVID-19

The key aspect of operational risk assessment and mitigation during the year was to implement new measures to ensure that the hall can be open in a way which provides a Covid-secure environment.

During the first period the hall was closed due to Covid-19 restrictions, the trustees prepared a comprehensive Risk Assessment and Methods Statement to facilitate the safe re-opening of the hall. This document was made available to all hirers of the hall. In addition, hirers were required to agree to supplemental Terms & Conditions of Hire setting out the obligations on hirers to use the hall in accordance with Covid-secure guidelines. The Risk Assessment and Terms & Conditions were largely based on guidance published by the Government and Action for Communities in Rural England.

The key aspect of financial risk during the year was the loss of income as a result of the closure of the hall. This risk was substantially mitigated by the grants received under the Government's Local Restrictions Support Grant scheme which were sufficient to meet the deficit from normal operating income to cover the running costs of the hall, and have provided a buffer for the next year as it is expected that it will take some time for the operating income to build up once the hall has re-opened.

## PLANS FOR YEAR ENDING 31<sup>ST</sup> JANUARY 2022

The trustees expect to re-open the hall following the Covid-19 restrictions in line with the timetable set out by the Government. Provided the timetable does not change, a limited range of activities will be permitted from 12<sup>th</sup> April 2021, and the hall will be open for general use from 17<sup>th</sup> May 2021. The trustees expect that most, if not all, of the regular hirers will return to the hall and enquiries have already been received for some other bookings. However, the trustees also expect that bookings for one-off events such as birthday parties, weddings and training events, as well as attendance at, and income from, some of the fundraising events organised by the trustees, such as music events and the community café, may take some time to return to pre-Covid levels. While the trustees believe the CIO has adequate financial resources to meet the running costs of the hall during this period, it will be important to review the situation once the level of income has reached a stable level.



Philip Dixon, Treasurer, Stainton Village Hall CIO  
8<sup>th</sup> June 2021





STAINTON VILLAGE HALL CIO		1169150		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/02/2020	To	Period end date 31/01/2021	

## 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>					
Grants - new village hall project	-	17,608	-	17,608	114,586
Grants - Local restrictions support grants (Covid-19)	17,573	-	-	17,573	-
Bank interest and bonuses	12	-	-	12	115
Donations	60	-	-	60	800
Electricity feed in tariff	182	-	-	182	-
Fundraising	1,457	-	-	1,457	4,499
Hall hire	3,312	-	-	3,312	6,404
Utilities credit	-	-	-	-	760
<b>Sub total (Gross income for AR)</b>	<b>22,596</b>	<b>17,608</b>	<b>-</b>	<b>40,204</b>	<b>127,164</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>22,596</b>	<b>17,608</b>	<b>-</b>	<b>40,204</b>	<b>127,164</b>
<b>A3 Payments</b>					
Accountants fee	2,208	-	-	2,208	-
Bank charges	105	-	-	105	146
Broadband charges and equipment	836	-	-	836	474
Building work	1,320	-	-	1,320	-
Cleaning and maintenance	1,414	-	-	1,414	1,652
Construction contract - new hall project	-	14,131	-	14,131	153,995
Equipment maintenance and servicing	588	-	-	588	-
Equipment purchased - new hall project	247	-	-	247	29,862
Equipment purchased	2,664	-	-	2,664	-
Insurances	830	-	-	830	1,095
Licences - lotteries, music and Zoom	380	-	-	380	200
Professional fees - new hall project	883	3,477	-	4,360	13,549
Sundries	489	-	-	489	462
Utilities - electricity	1,289	-	-	1,289	2,179
Utilities - water	328	-	-	328	597
Email, online bookings, and website	423	-	-	423	253
	-	-	-	-	-
<b>Sub total</b>	<b>14,004</b>	<b>17,608</b>	<b>-</b>	<b>31,612</b>	<b>204,464</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>14,004</b>	<b>17,608</b>	<b>-</b>	<b>31,612</b>	<b>204,464</b>
<b>Net of receipts/(payments)</b>	<b>8,592</b>	<b>-</b>	<b>-</b>	<b>8,592</b>	<b>77,300</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,178</b>	<b>-</b>	<b>-</b>	<b>32,178</b>	<b>109,478</b>
<b>Cash funds this year end</b>	<b>40,769</b>	<b>-</b>	<b>-</b>	<b>40,769</b>	<b>32,178</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 £
B1 Cash funds	Business Current Account	30,592	-	-
	Business Savings Account	10,149	-	-
	Petty Cash	28	-	-
	<b>Total cash funds</b>	<b>40,769</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

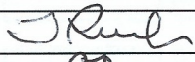
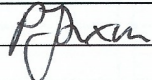
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JONATHAN RUIT	8/6/21
	PHILIP J. DIXON	8/6/21





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Stainton Village Hall CIO

On accounts for the year  
ended

31 January 2021

Charity no  
(if any)

1169150

Set out on pages

1-2

(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 **31/01/2021**.

Responsibilities and  
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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

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,:

- the accounting records were not kept in accordance with section 130 of the 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:

*Martin S Ward*

Date:

11/06/2021

Name:

MARTIN S WARD

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

FCA

Address:

Dodd & Co Limited, FIFTEEN Rosehill

Montgomery Way, Rosehill Estate



**Section B****Disclosure**

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 details of any items that the examiner wishes to disclose.**

NONE