



TRUSTEES' REPORT FOR THE YEAR ENDED 31ST JANUARY 2022

INTRODUCTION

The Trustees of Stainton Village Hall CIO present this annual report together with the Receipts and Payments statement for the year ended 31st January 2022.

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).

Anna Worth has undertaken an independent review of the 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 eight trustees on the committee.

The trustees are elected in accordance with Section 9 of the CIO's constitution dated 5th 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. 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

As a result of Government restrictions due to Covid-19, the hall remained closed from the beginning of the financial year on 1st February 2021 until 12th April 2021 when a limited range of activities, primarily for children, were permitted. The hall re-opened for general use on 17th May 2021.

A significant landmark was reached in September 2021 when the final payments for the building of the new hall were made to the contractors and for the related professional fees and the construction contract was signed-off as completed.

While the hall was closed the trustees continued to organise regular online events via Zoom as these had proved popular in the previous financial year when the hall was closed, and the trustees felt they were successful in bringing together members of the local community while meeting in person was not possible. These included presentations by the Cumbria Wildlife Trust on a local nature reserve and by the local Red Squirrel Group on the life of red squirrels, and a talk on the history of the churches in the local area. The trustees also continued to organise a monthly online quiz night and a book club, and these have remained online since the hall re-opened.

No charges were made for attending the online events so they did not raise any revenue directly, but attendees were encouraged to consider making donations to the hall via the hall's account on a fundraising website. The trustees agreed to share the donations directly attributable to the presentations by the Cumbria Wildlife Trust and the Red Squirrel Group with those organisations.

Once the hall was permitted to re-open in May 2021, many of the individuals and groups who had been regular users of the hall pre-Covid started to resume bookings for hiring the hall. These bookings were initially a low level compared with the pre-Covid period and they remained low over the summer, and indeed some of the regular bookings were cancelled over the summer because of low attendance. However, during the autumn the bookings increased with regular users hiring the hall on a weekly or monthly basis for a range of exercise classes, childrens' activities and other meetings. Towards the end of the financial year, and particularly over the Christmas period, there was also a notable increase in the number of one-off bookings for birthday and other parties, although some were cancelled before the event took place because of the spread of Omicron.

The events organised by the trustees to raise funds to support the running costs of the hall, as in the previous year, comprised a farmers' market, community café and music nights. These re-commenced at different times, being determined largely by staged relaxation of the Covid restrictions on social distancing and indoor activities, as well as when the trustees felt there would be sufficient interest. The farmers' market re-commenced outdoors in April and took place most

months thereafter. The community café resumed on a weekly basis in August. The music nights, arranged in conjunction with the Eden Valley Arts Network, took place monthly from October.

Financial Review

Overview

Expenditure exceeded income in the financial year by £1,636.

The CIO's income from its ordinary activities, namely hiring out the hall and fundraising events organised by the trustees, increased compared with the previous year when the hall was closed for the majority of the year due to Covid-19 restrictions, but was not back to pre-Covid levels and amounted to only one-third of the total income. Approximately two-thirds of the total income comprised payments received under the Government's Local Restrictions Support Grants scheme, other grants and donations.

Approximately half of the total expenditure was accounted for by the final payment relating to the construction of the new hall.

Receipts

The CIO's total receipts for the year were £20,236, comprising unrestricted income of £18,926 and restricted income of £1,310.

The total unrestricted income amounted to £18,926. 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 £10,096 (2021: £17,573). A grant of £500 was received from Dacre Parish Council which was applied to building new steps at the front of the hall. The farmers' market and community café events organised by the trustees raised £1,100 (2021: £1,457) and hall hire income was £5,033 (2021: £3,312).

Donations amounted to £2,102 (2021: £60) of which over £1,300 was contributed by the Stainton Garden Club from the proceeds of the Stainton Garden Gadabout. Most of the other donations were made through the hall's account on a fundraising website. The trustees were grateful for all donations.

The remainder of the income comprised electricity feed-in tariff of £93 and bank interest of £12.

The unrestricted income of £1,310 was a grant from Cumbria County Council towards the cost of additional staging for the hall which will be used for music events and other performances. These funds were not spent in the financial year but were disbursed in February 2022.

Expenditure

The CIO's expenditure for the year was £21,872. The main item of expenditure was £11,000 being the final payment in relation to the construction contract for the new hall and £465 in associated professional fees. Other significant items were:

- cleaning and waste disposal charges of £2,129 (2021: £1,414), a significant increase because of additional cleaning in response to Covid-19;
- building works and decorating of £2,008 (2021: £1,320);
- maintenance and servicing of equipment (air-conditioning and the automatic doors) £1,704 (2021: £588);
- utilities (electricity and water) of £1,193 (2021: £1,617); and

- internet services and licences (including broadband and related equipment, email, online bookings, website, Zoom, music and lotteries licence) of £1,048 (2021: £1,639).

Deficit

Expenditure exceeded income in the financial year by £1,636 (2021: surplus of £8,592).

Financial Resources at the Year End

On 31st January 2021 the CIO's financial resources amounted to £39,132 (2021: £40,768), comprising a current account balance of £23,954, a savings account balance of £15,150 and cash of £28.

The trustees are 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 is yet to be completed, and as noted above, £1,310 relates to a grant from Cumbria County Council specifically for new staging in 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 continue with the measures introduced in the previous financial year so that the hall could re-open in April 2021, and remain open, in a way which provided a Covid-secure environment. As such, the supplemental Terms & Conditions of Hire, which set out the obligations on hirers to use the hall in accordance with Covid-secure guidelines, were regularly updated during the year to reflect the on guidance published from time to time by the Government and Action for Communities in Rural England. The more rigorous cleaning standards introduced as part of the Covid measures in the previous financial year continued to apply once the hall re-opened in this financial year.

The key aspect of financial risk during the year was the loss of income at the beginning of the year as a result of the closure of the hall and the lower level of income from hall hire and fundraising once the hall re-opened. 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.

PROSPECTS AND PLANS FOR THE YEAR ENDING 31ST JANUARY 2023

- The trustees are hopeful that the 2022-23 financial year will be a full 12 months without any periods when the hall is required to be closed.

The trustees were encouraged by the increase in the monthly bookings in the latter part of the 2021-22 financial year following the re-opening of the hall from regular users as well as for one-off events such as birthday parties, family gatherings and training events. The trustees were also encouraged that the attendance at, and income from, the farmers' market, community café and music nights organised by the trustees gradually increased toward the end of the year, and are hopeful that this trend will continue in 2022-23.

The trustees are considering organising some events in the village over the weekend of the Platinum Jubilee, if sufficient interest can be anticipated, which should both engage the local community and raise additional income. Other one-off events may be considered later in the year.

As at beginning of the 2022-23 financial year on 1st February 2022, the CIO's ordinary income from hall hire and the regular fundraising events organised by the trustees was not at a level which would cover the total annual operating expenses of the hall. Therefore without additional income from an increase in hall hire bookings and other events (and assuming no further Government grants or large donations) it is possible that there may be a modest financial deficit in 2022-23. Largely thanks to the Government grants received in the previous two years, the CIO has healthy financial resources to meet any such shortfall.



Philip Dixon, Treasurer, Stainton Village Hall CIO
19th July 2022



STANTON VILLAGE HALL CIO

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Receipts and payments accounts

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For the period
from

1/2/2021

To

31/1/2022

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 £
A1 Receipts					
Grants - new village hall project	-	-	-	-	17,608
Grants - Local restrictions support grants (Covid-19)	10,096	-	-	10,096	17,573
Grants - other	500	1,310	-	1,810	-
Bank interest and bonuses	3	-	-	3	12
Donations	2,102	-	-	2,102	60
Electricity feed in tariff	93	-	-	93	182
Fundraising	1,100	-	-	1,100	1,457
Hall hire	5,033	-	-	5,033	3,312
Sub total (Gross income for AR)	18,926	1,310	-	20,236	40,204
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,926	1,310	-	20,236	40,204
A3 Payments					
Accountants fee	720	-	-	720	2,208
Bank charges	110	-	-	110	105
Broadband charges and equipment	360	-	-	360	836
Building work and decorating	2,008	-	-	2,008	1,320
Cleaning and maintenance	2,129	-	-	2,129	1,414
Construction contract - new hall project	11,000	-	-	11,000	14,131
Equipment maintenance and servicing	1,704	-	-	1,704	588
Equipment purchased - new hall project	-	-	-	-	247
Equipment purchased	379	-	-	379	2,664
Insurances	811	-	-	811	830
Licences - lotteries, music and Zoom	251	-	-	251	380
Professional fees	-	-	-	-	200
Professional fees - new hall project	465	-	-	465	4,160
Sundries	305	-	-	305	489
Utilities - electricity	825	-	-	825	1,289
Utilities - water	368	-	-	368	328
Email, online bookings, and website	437	-	-	437	423
Sub total	21,872	-	-	21,872	31,612
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,872	-	-	21,872	31,612
Net of receipts/(payments)	- 2,946	1,310.40	-	- 1,636	8,592
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,768	-	-	40,768	32,176
Cash funds this year end	37,822	1,310	-	39,132	40,768

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Business Current Account	22,644	1,310	-
Business Savings Account	15,150		-
Petty Cash	28	-	-
Total cash funds	37,822	1,310	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

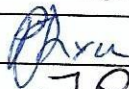

B4 Assets retained for the charity's own use

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

	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
	PHILIP DIXON	8.8.22
	JONATHAN RUSH	8.8.22