



## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2023

### 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 2023.

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).

Elaine Henderson 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. On 31<sup>st</sup> January 2023 there were eight trustees on the committee; at the date of this report there are ten trustees.

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

At the committee meeting on 9<sup>th</sup> January 2023 Jon Rush stood down as Chairperson and Vivien Hodgson was elected by the committee as the new Chairperson. The committee wishes to record its thanks to Jon for his invaluable leadership and commitment to the CIO throughout his years as Chairperson.

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.staintonvillagehall.org.uk](http://www.staintonvillagehall.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

The usage of the hall can be summarised in two categories: hiring the hall to third parties for their own events; and events organised by the committee.

During the year the hall was hired by a number of regular users on a weekly or monthly basis for a range of activities. These included:

- exercise, health, sport and dance classes;
- children's activities, including Stainton Playgroup and the 1st Petrill Vale Cub Scouts;
- social activities, such as Messy Church and a midweek Christian service and lunch; and
- meetings of other clubs and societies.

The hall was also hired by a variety of users for one-off events. These included bookings by individuals for birthdays, christenings and other parties, by clubs and societies for meetings, by organisations for training events and workshops, and a gig by local band 'Soul Junction'.

The committee, with the invaluable help of a number of volunteers, organised various events during the year to raise funds to support the running costs of the hall. As in the previous year, the regular events comprised a weekly community café, a farmers' market which took place most months except over winter, and music nights arranged in conjunction with the Eden Valley Arts Network.

There were also several one-off events. A highlight was the Jubilee Event which included a street party during the day and a ceilidh in the hall in the evening. The proceeds from raffle and lucky dip stall enabled a donation of £511 to be made for humanitarian aid in Ukraine. The committee wishes to record its thanks to Eden District Council for the grant which facilitated the event. Another very successful event was a wine tasting evening in the hall presented by a Stainton resident.

The committee also facilitated various events in the hall to support the community and other causes for which no charges were made. These included food drives, a senior citizens' afternoon tea organised by local residents, a childrens' Christmas party organised by the village Sports and Recreation Committee, a Christmas Fair and a Ukrainian evening.



Another achievement during the year was the completion of the artwork project. This had been conceived during the construction of the new hall and a grant of £2553 was obtained from Cumbria Community Foundation in April 2019 to fund it. The committee and our chosen artist, Gwen Bainbridge, collaborated closely to agree the desired outcome of the project, and the result is the commemorative plate celebrating the centenary of the hall which is displayed in the foyer. The committee wishes to record its thanks to Gwen who undertook the project during difficult Covid restrictions. The unspent portion of the grant was returned to the Foundation.

Feedback obtained during the year from hirers and users of the hall showed a high level of satisfaction with the hall.

## **Financial Review**

### Overview

Income exceeded expenditure in the financial year by £376.

The CIO's income from its ordinary activities, namely hiring out the hall and fundraising events organised by the committee, increased significantly compared with the previous year when the hall was initially closed due to Covid-19 restrictions and once open bookings took some time to build up, and amounted to over 75% of the total income. Most of the other income comprised the final payment under the Government's Local Restrictions Support Grants scheme and the grant for the Jubilee Event.

Total expenditure was over 20% lower than the previous year when the final payment relating to the construction of the new hall had been incurred. However, this was partially offset by increases in other expenditure categories including the cleaning and utilities costs which reflected the greater usage of the hall.

### Receipts

The CIO's total receipts for the year were £17,459 (2022: £20,236).

The main sources of income were from hiring the hall to third parties and events organised by the committee which together raised £13,541, more than double the 2022 figure of £6,133. Hall hire income generated £9,428 (2022: £5,033), and the fundraising events organised by the committee raised £4,113 (2022: £1,100). The final payment under the Government's Local Restrictions Support Grant scheme, introduced in response to the closures required by Covid-19 restrictions, contributed £2,667 and a grant of £800 was received from Eden District Council towards the Jubilee Event.

Donations amounted to £325 (2022: £2,102) of which £240 was earmarked for a memorial bench which was purchased after the year-end. The trustees were grateful for all donations.

The remainder of the income comprised electricity feed-in tariff of £105 and bank interest of £21.

### Expenditure

The CIO's expenditure for the year was £17,083 (2022: £21,872). Significant items were:

- cleaning and waste disposal charges of £3,084 (2022: £2,129), a significant increase because of the greater usage of the hall and maintaining the cleaning standards introduced in response to Covid-19;

- equipment purchased of £2,405 (2022: £379) – £1,594 for additional staging for the hall of which £1,310 was funded by a grant from Cumbria County Council received in the previous financial year, and the balance for a large storage shed at the rear of the hall;
- the artwork project of £2,393, comprising payments to the artist and the return of unspent funds to the Cumbria Community Foundation;
- building works of £2,280 (2022: £2,008), being the installation of new safety railings at the fire exit;
- utilities (electricity and water) of £2,596 (2022: £1,193); and
- maintenance and servicing of equipment (air-conditioning and the automatic doors) £1,157 (2022: £1,704);

#### Surplus

Income exceeded expenditure in the financial year by £376 (2022: deficit of £1,636).

#### Financial Resources at the Year End

On 31<sup>st</sup> January 2023 the CIO's financial resources amounted to £39,508 (2022: £39,132), comprising a current account balance of £24,315, a savings account balance of £15,165 and cash of £28.

#### 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

In the previous year, the committee was of the view that the key aspect of operational risk and mitigation was providing a Covid-secure environment. The committee no longer views the closing of the hall due to Covid as a significant risk, although the more rigorous cleaning standards introduced as part of the Covid measures will continue to apply for the foreseeable future.

At the present time, the committee believes the most significant operational risk would be a reduction in the number of trustees, committee members or volunteers who are all essential for the operation of the hall; arranging fundraising, the community café, the farmers' market and social events; and maintaining the building. Whilst this is not an immediate concern, the committee would welcome the involvement of more local residents.

The key aspect of financial risk is rising costs and the implications for hall hire charges. The hall currently benefits from an electricity tariff fixed in November 2021 but this will expire in November 2023 when the hall's energy costs will inevitably increase. All other costs are also rising. As a result, it is highly likely that the charges for hiring the hall will have to be increased later in this financial year. This creates a risk that some users will decide not to hire the hall. The committee believes this



risk is mitigated by the quality of the hall for a variety of activities, which has been confirmed by feedback from users, and the committee will endeavour to ensure that the hall hire charges remain competitive with other local venues. The committee will ensure that users are adequately forewarned of any increase in the hire charges.

#### PROSPECTS AND PLANS FOR THE YEAR ENDING 31<sup>ST</sup> JANUARY 2024

The bookings to date in the 2023-24 financial year have been maintained at the level of 2022-23 from a combination of regular users as well as bookings for one-off events such as birthday parties, family gatherings and training events. The committee has also been encouraged by the attendance at, and income from, the farmers' market and the community café. As such the committee is hopeful that the CIO's ordinary income from hall hire and the regular fundraising events organised by the committee will cover the normal operating expenses (excluding any capital and other one-off items) of the hall in 2023-24.

The committee is planning several social events during the year, including a ceilidh and another wine tasting evening, which should both engage the local community and raise additional income.

In addition, the CIO has healthy financial resources to meet any shortfall between income and expenditure. Accordingly, the committee believes that the CIO has adequate funding to continue its activities at the present time.



Philip Dixon, Treasurer, Stainton Village Hall CIO  
5<sup>th</sup> June 2023

STAINTON VILLAGE HALL CIO		1169150		CC16a
Receipts and payments accounts				
For the period from	1/2/2022	To	31/1/2023	

## 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	-	-	-	-	
Grants - Local restrictions support grants (Covid-19)	2,667	-	-	2,667	10,096
Grants - other	800	-	-	800	1,810
Bank interest and bonuses	21	-	-	21	3
Donations	325	-	-	325	2,102
Electricity feed in tariff	105	-	-	105	93
Fundraising	4,113	-	-	4,113	1,100
Hall hire	9,428	-	-	9,428	5,033
<b>Sub total (Gross income for AR)</b>	<b>17,459</b>	<b>-</b>	<b>-</b>	<b>17,459</b>	<b>20,236</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>17,459</b>	<b>-</b>	<b>-</b>	<b>17,459</b>	<b>20,236</b>
<b>A3 Payments</b>					
Accountants fee	-	-	-	-	720
Artwork project	2,393	-	-	2,393	-
Bank charges	187	-	-	187	110
Broadband charges and equipment	360	-	-	360	360
Building work and decorating	2,280	-	-	2,280	2,008
Cleaning and maintenance	3,084	-	-	3,084	2,129
Construction contract - new hall project	-	-	-	-	11,000
Donations	640	-	-	640	-
Equipment maintenance and servicing	1,157	-	-	1,157	1,704
Equipment purchased	1,094	1,310	-	2,405	379
Insurances	863	-	-	863	811
Licences - lotteries, music and Zoom	486	-	-	486	251
Professional fees - new hall project	-	-	-	-	465
Sundries	336	-	-	336	305
Utilities - electricity	1,850	-	-	1,850	825
Utilities - water	746	-	-	746	368
Email, online bookings, and website	296	-	-	296	437
<b>Sub total</b>	<b>15,773</b>	<b>1,310</b>	<b>-</b>	<b>17,083</b>	<b>21,872</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>15,773</b>	<b>1,310</b>	<b>-</b>	<b>17,083</b>	<b>21,872</b>
<b>Net of receipts/(payments)</b>	<b>1,686</b>	<b>- 1,310</b>	<b>-</b>	<b>376</b>	<b>- 1,636</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>37,822</b>	<b>1,310</b>	<b>-</b>	<b>39,132</b>	<b>40,768</b>
<b>Cash funds this year end</b>	<b>39,508</b>	<b>-</b>	<b>-</b>	<b>39,508</b>	<b>39,132</b>



## 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	24,315		-
Business Savings Account	15,165		-
Petty Cash	28	-	-
<b>Total cash funds</b>	<b>39,508</b>	<b>-</b>	<b>-</b>

(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)
		-	-
		-	-
		-	-
		-	-
		-	-

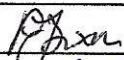

### B4 Assets retained for the charity's own use

	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	5.6.23
	VIVIEN HODGSON	5/6/23