



## **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2024**

### **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 2024 ("the financial year").

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. During the financial year three new trustees were appointed so that on 31<sup>st</sup> January 2024, and at the date of this report, there were eleven 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 particularly relevant 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; and
- to make the hall available and provide such facilities 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 (in the period 1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024)

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 an increasing number of regular users on a weekly or monthly basis for a wide range of activities. These included:

- exercise, health, sport and dance classes;
- children's activities, including Stainton Playgroup and the 1<sup>st</sup> Petrill Vale Cub Scouts;
- social activities, such as a monthly Messy Church, midweek Christian lunches and a day centre; 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 increasingly for fund raising events such as The Big Breakfast, and a yoga and pilates event in aid of Macmillan.

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 and to support the feeling of community in the local area. As in the previous year, the regular events comprised a weekly community café, a farmers' market which took place most months except for January to March, and music nights arranged in conjunction with the Eden Valley Arts Network.

There were also several one-off events: two music nights featuring local singers, a ceilidh and a craft workshop.

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 children's Christmas party organised by the village Sports and Recreation Committee, a Christmas tea for older members of the community as well as the bi-annual Stainton Garden Gadabout.

Feedback obtained during the year from hirers and users of the hall and from a survey sent to all village homes showed a high level of satisfaction with the hall and the events offered. Suggestions for new activities were also collected and included a film club, talks of local interest and quiz nights. These are being planned to take place during 2024.

### Financial Review (for the period 1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024)

#### Overview

Income exceeded expenditure in the financial year by £6,594.

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. This was largely due to an increase in hall hire income, while income from fundraising events was similar to the previous year. In total, this amounted to over 85% of the total income. Most of the other income comprised grants and donations.

Total expenditure was 20% lower than the previous year when the costs of the artwork project were incurred. Spending on building work/maintenance and equipment purchases was also significantly lower

### Receipts

The CIO's total receipts for the year were £20,415 (2023: £17,459).

The main sources of income were from hiring the hall to third parties and events organised by the committee which together raised £17,755, a significant increase on the 2023 figure of £13,541. Hall hire income generated £13,300 (2023: £9,428), and the fundraising events organised by the committee raised £4,455 (2023: £4,113).

Two grants of £500 were received from Dacre Parish Council towards capital spending projects.

Donations amounted to £1,307 (2023: £325) of which £1,000 was a generous gift from the Stainton Garden Club from the proceeds of the Garden Gadabout. The trustees were grateful for all donations.

The remainder of the income comprised electricity feed-in tariff of £118 and bank interest of £236.

### Expenditure

The CIO's expenditure for the year was £13,821 (2023: £17,083). Significant items were:

- building expenses of £1,658 (2023: £2,280), mainly for maintenance work of the exterior of the hall and decorating costs;
- equipment purchased of £1,242 (2023: £2,405), of which £1,113 was for sound reduction boards to improve the acoustics in the meeting room;
- maintenance and servicing of equipment (air-conditioning, fire alarm and the automatic doors) £1,669 (2023: £1,157);
- cleaning and waste disposal charges of £3,159 (2023: £3,084); and
- utilities (electricity and water) of £4,571 (2023: £2,596), which was partially offset by a contribution from Atkinson Builders.

### Surplus

Income exceeded expenditure in the financial year by £6,594 (2023: £376).

### Financial Resources at the Year End

On 31<sup>st</sup> January 2023 the CIO's financial resources amounted to £46,102 (2023: £39,508), comprising a current account balance of £15,714 and a savings account balance of £30,388.

### 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

The committee has no immediate concerns regarding the operation and maintenance of the hall. 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. To address this risk the committee would welcome the involvement of more local residents, especially as the village expands.

The key aspects of financial risk are:

- rising costs for the day-to-day operation of the hall, particularly utility costs and cleaning - the committee has addressed this risk by deciding that the charges for hiring the hall should be increased from 1<sup>st</sup> February 2024; and
- unexpected expenses for building repairs and maintenance – the committee believes that the CIO has adequate financial resources to meet unexpected costs.

## PROSPECTS AND PLANS FOR THE YEAR ENDING 31<sup>ST</sup> JANUARY 2025

The hall bookings to date in the 2024-25 financial year have continued at a strong level 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 2024-25.

The committee has already arranged several social events, such as a wine tasting evening, a talk by a local business owner and a quiz night, with more planned for the rest of the year, including a swing dance, other local talks, a ceilidh and a play, which should both engage the local community and raise additional income.



Philip Dixon, Treasurer, Stainton Village Hall CIO

7<sup>th</sup> May 2024





STAINTON VILLAGE HALL CIO

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## Receipts and payments accounts

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For the period  
from

Period start date  
2/1/2023

To

Period end date  
1/31/2024

### 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 - Local restrictions support grants (Covid-19)	-	-	-	-	2,667
Grants - other	1,000	-	-	1,000	800
Bank interest and bonuses	236	-	-	236	21
Donations	1,307	-	-	1,307	325
Electricity feed in tariff	118	-	-	118	105
Fundraising	4,455	-	-	4,455	4,113
Hall hire	13,300	-	-	13,300	9,428
<b>Sub total (Gross income for AR)</b>	<b>20,415</b>	<b>-</b>	<b>-</b>	<b>20,415</b>	<b>17,459</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>20,415</b>	<b>-</b>	<b>-</b>	<b>20,415</b>	<b>17,459</b>
<b>A3 Payments</b>					
Artwork project	-	-	-	-	2,393
Bank charges	243	-	-	243	187
Broadband charges and equipment	360	-	-	360	360
Building work and decorating	1,658	-	-	1,658	2,280
Cleaning and materials	3,159	-	-	3,159	3,084
Donations	725	-	-	725	640
Equipment maintenance and servicing	1,669	-	-	1,669	1,157
Equipment purchased	1,242	-	-	1,242	2,405
Insurances	907	-	-	907	863
Licences - lotteries, music and Zoom	465	-	-	465	486
Sundries	597	-	-	597	336
Utilities - electricity	2,855	-	-	2,855	1,850
Utilities - water	1,716	-	-	1,716	746
Utilities - third party contribution	2,102	-	-	2,102	-
Email, online bookings, and website	328	-	-	328	296
<b>Sub total</b>	<b>13,821</b>	<b>-</b>	<b>-</b>	<b>13,821</b>	<b>17,083</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>13,821</b>	<b>-</b>	<b>-</b>	<b>13,821</b>	<b>17,083</b>
<b>Net of receipts/(payments)</b>	<b>6,594</b>	<b>-</b>	<b>-</b>	<b>6,594</b>	<b>376</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>39,508</b>	<b>-</b>	<b>-</b>	<b>39,508</b>	<b>39,132</b>
<b>Cash funds this year end</b>	<b>46,102</b>	<b>-</b>	<b>-</b>	<b>46,102</b>	<b>39,508</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>	Business Current Account	15,714		-
	Business Savings Account	30,388		-
	Petty Cash	0	-	-
	<b>Total cash funds</b>	<b>46,102</b>	<b>-</b>	<b>-</b>

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

OK

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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

V E Hodgson  
P Dixon

VIVIEN HODGSON  
PHILIP JOHN DIXON

7.5.24  
7.5.24