



# Trustees' Annual Report for the period

		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	1	April	2020	<b>To</b>	31	March	2021

## Section A

## Reference and administration details

Charity name

MORRIS MEMORIAL HALL

Other names charity is known by

Registered charity number (if any)

1169621

Charity's principal address

Morris Memorial Hall

Kelmscott

Lechlade, Glos

Postcode

GL7 3HG

### 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 (if any)
1	J Nelson			
2	S Barber			
3				
4				
5				
6				
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Community Buildings advisor	Tessa Hall	Community First Oxon South Stables, Worton Rectory Farm, Worton, Witney, Oxon OX29 4SU

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation registered 12 Oct 2016
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed at AGM by Kelmscott residents

### 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.

On 12<sup>th</sup> October 2016 the Morris Memorial Hall was registered as a Charitable Incorporated Organisation (CIO) with the Charities commission. The old unincorporated charity (No. 304323) was subsequently removed from the Charities Commission register.

Title to the Morris Memorial Hall is registered with HM Land Registry, Title Number ON332024

Original copies of documents including historical deeds relating to the previous charity, (No 304323) are now lodged with Crowdy & Rose Solicitors, 2 Market Place, Faringdon, Oxon SN7 7HW.

The trustees have considered major risks and have a robust risk assessment policy in place to address fire safety and hall use. The trustees meet periodically and use a detailed building maintenance plan to manage the upkeep of the hall.



**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of Kelmscott and the surrounding area ('Area of Benefit') without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

**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 have had regard to the guidance issued by the charity commission on public benefit.

The charity provides a building and facilities for the many individuals and organisations who use it. It is the hub of the village and the only community facility freely available for all to use.

In addition to the benefits of learning through lectures, encouragement of local craft through a weekly craft fair and social interaction and leisure involving the whole village through social events, the trustees aim to further strengthen community spirit and encourage more people to take part in village hall activities by an ongoing programme of community activities.

The trustees consider that the activities and achievements in the area of interest that the charity supports demonstrate the benefits to its beneficiaries and through them to the public.

#### **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.

The charity does not make grants.

Designated funds for reserves are placed on deposit to earn interest.

The charity is managed and administered entirely by volunteers, all residents within Kelmscott.

**Summary of the main achievements of the charity during the year**

During the year almost all activity in the Hall was suspended due to Covid. With only one rental all normal income ceased. General expenses including Insurance, electricity was continued to be met. As a business premises we benefitted from the government Covid grants. Several bookings for parties and weddings scheduled for 2020 were rebooked for 2021



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

It is the policy of this charity to hold in reserves the equivalent of one year's fixed and variable running costs and an amount to cover any unexpected major repairs. We have thus set aside a total reserve of £5,000. Trustees will review this policy at yearly intervals.

### Details of any funds materially 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.

#### Main sources of funds:

Hall hire  
Craft fairs  
Donations and grants  
Events and fundraising

#### Main expenditure:

Hall maintenance and repair  
Conservation  
Insurance  
Costs associated with fundraising activities

## Section F

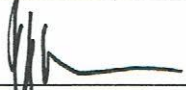

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JACOB NELSON	Sarah Barber.
Position (eg Secretary, Chair, etc)	TREASURER	Secretary.
Date	18/12/21	18/12/21

# Receipts and Payments Accounts

Charity Name

MORRIS MEMORIAL HALL

Charity Number

1169621

For the period from

1st April 2020

To

31st March 2021

## Section A Receipts and Payments

	Unrestricted funds to the nearest £	Designated funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants & Donations	20407	0	0	20407	0
Hire of hall and equipment	325	0	0	325	1105
Fund raising receipts	0	0	0	0	68
Interest	2	1	0	4	1
Gift Aid receipts	0	0	0	0	0
Sub total	20735	1	0	20736	1173
<b>A2 Asset and Investment sales etc</b>	0	0	0	0	0
Total Receipts	20735	1	0	20736	1173
<b>A3 Payments</b>					
Cost of fund raising	0	0	0	0	0
Insurance	1386	0	0	1386	1367
Constitutional affairs	50		0	50	0
Electricity	240	0	0	240	160
Rates	0	0	0	0	239
Water	83	0	0	83	59
Hall sundry expenses	72	0	0	72	81
Repairs and maintenance	66	0	0	66	69
Bank charges	0	0	0	0	0
Sub total	1896	0	0	1896	1975
<b>A4 Asset and Investment purchases etc</b>	0	0	0	0	0
Total Payments	1896	0	0	1896	1975
Net of receipts/(payments)	18839	1	0	18840	-802
<b>A5 Transfers between funds</b>	0	0	0	0	0
<b>A6 Cash funds last year end</b>	13652	5026	0	18678	
Cash funds this year end	32491	5027	0	37518	



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

	Details	Unrestricted funds to the nearest £	Designated funds to the nearest £	Endowment funds to the nearest £
<b>B1 Cash funds</b>	Cash held	95		
	Cash held at Bank - current ac	3554		
	Cash held at Bank - savings ac	28842		
	Cash held at Bank - reserves ac		5027	
<i>Total Cash funds (agrees with receipts and payments account)</i>		32491	5027	

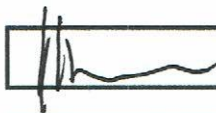

	Details	Unrestricted funds to the nearest £	Designated funds to the nearest £	Endowment funds to the nearest £
<b>B2 Other monetary assets</b>				

	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>	Premises	Endowment	-	
	Fixtures & fittings	Endowment	-	-
	Furnishings & appliances	Unrestricted	-	-

	Details	Fund to which liability £	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
	J NELSON	18/12/21
	S Barber.	18/12/21