



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 1st January 2020

To Period end date 31st December 2020

Charity name: Lazonby Village Hall CIO

Charity registration number: 1169785

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of Lazonby and the neighbourhood ("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.</p> <p>(LVH CIO Constitution 2016 para. 3)</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Lazonby Village Hall continues to support a wide range of community groups representing a variety of ages and interests. The regular users include Funtots (singing group for pre-schoolers), Toddler Group, Lazonby W.I., Lazonby and District History Society, Lazonby and District Photography Club, U3A badminton group, Highlights Theatre Touring Group (Eden Arts), Lazonby Parish Council and Eden Valley Players. In addition, the village hall provides a venue for local people to book for private gatherings, e.g., family celebrations. The local authority uses the building as a voting station as required. The hall also provides a base for individuals who operate a business to provide a service to the community, e.g., Pilates classes. The COVID pandemic meant closure of the hall on March 25th and cessation of activity during lockdowns. Prior to re-opening the hall when allowed to do so, advice and training was sought from ACT and all recommendations regarding H and S were put in place and monitored regularly, including signage, one way system, hand sanitisation stations, COVID first aid area, etc. The cleaner was briefed on the latest guidance and provided with PPE.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	There has been no volunteering above and beyond that of the trustees themselves, due to the impact of COVID.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>At the start of the year, the charity's work continued to impact positively on the local community as a facility for meetings, community events and private family functions until the closure of the hall in March due to the introduction of lockdown caused by the COVID pandemic.</p> <p>The trustees maintained contact via Zoom for village hall meetings; at times this was quite intense, especially when responding to the re-opening of the village hall and ensuring compliancy with the latest guidance.</p> <p>For Christmas 2020, to try to lift spirits and retain engagement with the village hall in the absence of the usual Christmas activities that would take place, the trustees organised an online Christmas quiz. In addition, a Christmas pantomime-themed window competition for households in the village, with a socially distanced trail to judge the entries was well supported.</p> <p>The trustees have started to look at securing funding for the renovation of the toilets and main entrance vestibule, with a view to improving facilities when the hall is able to reopen. The current toilet areas are poorly insulated (for sound and heat), and due to the age and condition of the facilities, are no longer fit for purpose in terms of best use of space, i.e., combined facility for disabled and baby-changing (not ideal) and ease of cleaning. The pandemic has influenced thinking around design to limit transmission of infection, as has consultation with guidance from 'Changing Spaces' to offer the best that can be achieved within the confines of existing space.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The main achievement has been to reopen the hall as soon as practicably possible and welcome hirers back to their community building in as safe a way as possible. Retaining community engagement with the village hall at Christmas time has also been a notable achievement.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising activities have been severely limited for 2020 due to the pandemic. Small amounts were generated by the Christmas Quiz and Window Competition.
Investment performance against objectives	Para 1.41	N/A

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has suffered from significant negative impacts from loss of income from most of its regular sources: hall hire, bar, snooker club and lottery. The income from the rental of Library Cottage has been maintained. The charity has been the beneficiary of a total of £18,000 of COVID support funding from the government via the local authority, which has shielded the hall from a very significant negative financial impact.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in case of emergency expenditure e.g., with the boiler. See reserves policy statement for further information. The reserves policy is set at £5000.
Amount of reserves held	Para 1.22	£5000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Building back custom to pre-pandemic levels.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funds come from hall hire from regular and occasional users, revenue from the bar (when booked for both private and community functions), rental from Library Cottage (the former caretaker's accommodation which sits within the footprint of the hall); the lottery and the snooker club. Fundraising has not been possible this year, i.e., a planned race night had to be cancelled due to the start of lockdown.
Investment policy and objectives including any social investment policy adopted	Para 1.46	If circumstances allow, the trustees intend to secure funding for the renovation of the toilets and main entrance hall. Further social investment secured from the Charity Bank to replace the heating system continues to be repaid as agreed. Grant funding will be sought for future investment in the fabric of the building.
A description of the principal risks facing the charity	Para 1.46	The main risk facing the charity, is that the pandemic continues indefinitely, and further financial support is not available. Uncertainty for the future is the main risk due to the above.
Other		The number of trustees is of some concern, although the current committee is very committed to the work of maintaining and building on the significant role the village hall plays in the social fabric of Lazonby. Maintaining morale and looking out for each

		other's mental health is also a consideration going forward.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By election at the AGM and by co-option at a duly constituted meeting of the trustees. Representation from user groups is encouraged.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are provided with a copy of the constitution and policies of the committee, including Safeguarding and Health and Safety. Officer posts are over-lapped to allow handover and training time.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustees of the charity are also the volunteer management committee. Two sub-committees report back to the main committee on a monthly basis – one for Lazonby Village Hall's Eden Valley Players, which runs the village hall's panto and stages one other play on an annual basis; and the snooker club sub-committee. Both sub-committees have a representative who is on the main management committee. Terms of reference for LVH's Eden Valley Players delegate some decision-making powers, but only around performance and staging. All financial and strategic decisions are taken by the trustees.</p> <p>The trustees employ 2 members of staff: a cleaner and a bookings secretary – both were furloughed during lockdown. The post of bookings secretary was made redundant in October due to the negative impact on bookings caused by COVID. It was felt that with the online bookings system 'Hallmaster' now firmly embedded, the post was no longer required and expenditure on it could no longer be justified. The treasurer agreed to take on the role of bookings secretary.</p>
Relationship with any related parties	Para 1.51	Support from the local branch of ACT
Other		Due to a number of factors, including COVID and ill-health of a number of trustees, an AGM was not held in 2020.

Reference and Administrative details

Charity name	Lazonby Village Hall CIO
Other name the charity uses	Lazonby Village Hall
Registered charity number	1169785
Charity's principal address	Lazonby Village Hall, Lazonby, Penrith, Cumbria CA10 1AQ

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	Lisa Adams	Bar manager and fire safety officer		
2	Carol Cutting	Chair and safe-guarding officer		
4	Anna Monk			
5	Rebecca Taylor	Treasurer		
6	Betty Townend			
7	Katie Treave	Minutes secretary		
8	Maria Wright	Eden Valley Players sub-committee chair		
9	Gary Watt	Snooker Club manager and sub-committee chair		
10				
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15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

Two members of staff: Sandra Allison (cleaner) Gail Eastham (bookings secretary) – made redundant in October
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	C. M. Cutting	
Full name(s)	CAROL MARY CUTTING	
Position (eg Secretary, Chair, etc)	Chair	
Date	23rd february 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lazonby Village Hall	1169785
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Receipts and payments accounts

For the period from	01-Jan-20	To	31-Dec-20
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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					
Hall hire	1,979	-	-	1,979	5,026
Bar	155	-	-	155	5,648
Fundraising	455	-	-	455	6,976
Lottery	975	-	-	975	1,805
Snooker	206	-	-	206	3,266
Grants	10,000	2,200	-	12,200	1,000
Donations	50	100	-	150	779
Rent	4,500	-	-	4,500	4,100
Bank interest	53	-	-	53	94
Charity bank loan	-	-	-	-	6,250
HMRC CJRS	1,820	-	-	1,820	-
Sub total(Gross income for AR)	20,193	2,300	-	22,493	34,944

A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-

Sub total	-	-	-	-	-
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Total receipts	20,193	2,300	-	22,493	34,944
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A3 Payments

Staff	3,854	-	-	3,854	4,322
Light, heat and water	1,813	100	-	1,913	4,173
Insurance	1,863	-	-	1,863	1,977
Repair and maintenance	448	-	-	448	1,654
Equipment	257	-	-	257	331
Telephone and broadband	630	-	-	630	625
Licenses	365	-	-	365	635
Waste collection	106	-	-	106	125
Snooker	-	-	-	-	2,110
Bar	440	-	-	440	3,470
Fundraising	232	-	-	232	2,809
Advertising	57	-	-	57	214
EVP	-	-	-	-	444
Lottery	473	-	-	473	915
Others	47	-	-	47	182
Legal and professional	-	-	-	-	1,700
Printing, postage and stationery	-	-	-	-	18
Building works	-	-	-	-	6,545
Bank loan	4,548	-	-	4,548	4,681

Sub total	15,133	100	-	15,233	36,930
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,133	100	-	15,233	36,930
Net of receipts/(payments)	5,060	2,200	-	7,260	- 1,986
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,161	1,000	-	18,161	20,147
Cash funds this year end	22,221	3,200	-	25,421	18,161

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	Current account	2,713	-	-
	Savings account	19,508	3,200	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	22,221	3,200	-
		04	04	04

[illegible]

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

[illegible]

	-	-	-
	-	-	-

B5 Liabilities

Details	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
<i>R Taylor</i>	Mrs R Taylor	18/2/22
<i>C.M. Cutting</i>	Mrs C Cutting	18/2/22