



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2021 To 31st December 2021

Charity name: The Manor Hall at Coalpit Heath CIO

Charity registration number: 1169917

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are to maintain and run a village hall and to promote for the benefit of the inhabitants of the Parish of Westerleigh ("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 conditions of life of the said inhabitants
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	The trustees have ensured that the premises, a grade 2 listed building of significant historical interest, meet all statutory standards to be able to hire the hall to various groups within the community. A main project this year was to refurbish the school bell and bell tower so that it can be rung again to mark milestones in the country. The community celebrated with an afternoon tea and a ceremonial ringing of the bell. We were able to remain open for a wide range of groups including Church groups and groups that support their vulnerable people such as Time 4 Carers.

		The Trustees installed a hearing loop into the hall to aid those members of the community that struggle with hearing. The community garden continued to be a focus for members of the community as the country emerged from Covid and with the support of fantastic volunteers this continues to be a relaxing and calming area for people to reflect and gather thoughts thus promoting wellbeing.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees take into consideration the community at all stages of their discussions and actions. They welcome the valuable contributions from volunteers.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Volunteers continue to supply their time and experience to the village hall and the Trustees would like to acknowledge their valuable contribution.
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	The charity would like to give thanks to the Hall Manager who through her hard work has enabled the venue to remain open during 2021, providing COVID secure premises for use by the community as well as supporting other venues and their users when they have been unable to accommodate their groups. The charity has continued with a maintenance and refurbishment programme identified in our 5 year plan, supported with the help and support of Government Grants and increased bookings. A user friendly Website has been introduced to improve communication with the community and highlight activities held in the hall. Communication between Trustees returned to face to face meetings, but is also supported with the use of WhatsApp and email. There is transparency of documents through the use of a shared Google Drive which has improved IT skills further.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The policy that the Trustees have agreed to is that the reserves should be no less than 6 months of operating costs.
Amount of reserves held	Para 1.22	£14000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Charitable Incorporated organisation
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	Elected by Westerleigh parishioners and appointed by User Groups

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Manor Hall Coalpit Heath CIO
Other name the charity uses	
Registered charity number	1169917
Charity's principal address	Henfield Road Coalpit Heath Bristol BS36 2TG

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	Geraldine Jasper	Vice Chair/Chair	Oct - Dec	
2	Richard Branton	Chair/Vice Chair	Jan - Oct	
3	Jean Butler	Treasurer		
4	Sandra Fox	Secretary	July - Dec	
5	Glenys Hale			
6	Nicky Sweetland			
7	Georgina Hawke			
8	Jo Hosker			
9				
10				
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13				
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15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

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

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)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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)	S Fox	
Full name(s)	Sandra Fox	
Position (eg Secretary, Chair, etc)	Secretary	
Date	21.9.2022	

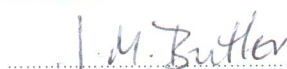
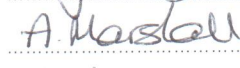
Financial Statement for the Manor Hall at Coalpit Heath CIO
Income & Expenditure as at 31 December 2021

		<u>2021</u>		<u>2020</u>
Income	£	£	£	£
Bank Interest		5.35		37.63
Booking receipts	33,595.70		19,853.42	
Donations	36.00		413.50	
Fundraising				
Grants	18,327.21		12,001.00	
House Rent (inc water)	9,792.00		9,792.00	
Miscellaneous income			58.76	
WPC contribution	6,320.00		6,085.00	
Total Income		68,076.26		48,241.31
Expenses				
Bank charges				
Community Garden	2,663.36		1,891.51	
Council Tax	82.33			
Equipment/machinery	2,254.18		1,097.83	
Fundraising/Event Costs	137.69		80.00	
Hall Manager's Expenses				
Mobile phone	160.14		154.25	
Postage	32.22		9.95	
Salary	10,204.32		9,504.76	
PAYE Tax/NI	514.87		267.83	
Stationery	187.00		115.59	
House Expenses	6,517.00		353.99	
Insurance	2,368.80		2,247.50	
Lease payment	50.00		50.00	
Licence Fees	296.20		620.00	
Miscellaneous Expense	68.77		109.00	
Office Expenses				
Cleaning	7,318.78		3,001.40	
Consumables	465.78		590.26	
Nappy Bin Service	264.24		227.80	
Sanitary bin service	243.66		158.40	
Stationery			52.31	
Supplies	184.84		41.21	
Professional Fees	774.60		510.79	
Repairs & Maintenance				
Decorating/Improvements				
Main building	11,287.80		12,462.10	
Outbuildings	4,767.00		595.00	
Perimeter walls & car park	435.00		42.00	
Subscriptions	104.25		121.31	
Utilities				
Electricity	1,465.01		1,189.06	
Gas	2,103.25		2,573.07	
Waste & Recycling	771.98		699.20	
Water	1,268.75		451.06	
Wi-fi service	359.69		364.89	
Total Expenses		57,351.51		39,582.07
(Deficit) / Surplus for the year to date		<u>10,724.75</u>		<u>8,659.24</u>
Surplus b/fwd from last year		<u>49,640.16</u>		<u>40,980.92</u>
Deficit/Surplus for This Year		<u>10,724.75</u>		<u>8,659.24</u>
		<u>60,364.91</u>		<u>49,640.16</u>
Payments in hand				
Outstanding Cheques/credits		-39.00		-36.00
Petty Cash account		229.66		112.35
HSBC Current a/c		6,564.18		2,159.09
HSBC Savings a/c		53,610.07		47,404.72
		<u>60,364.91</u>		<u>49,640.16</u>

Accounts prepared by J Butler Treasurer

Accounts checked by Independent Examiner

Dated



9/8/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE MANOR HALL AT COALPIT HEATH CIO

On accounts for the year
ended

31-12-2021

Charity no
(if any)

1169917

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

A. Marshall

Date:

9/8/22

Name:

MISS ALLISON MARSHALL

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

KELLER & CO, 367B CHURCH ROAD,
RAMPTON COTTERELL, BRISTOL,
BS36 2AQ.

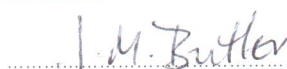
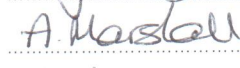
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Accounts prepared by J Butler Treasurer

Accounts checked by Independent Examiner

Dated



 9/8/22



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Signed:

A. Marshall

Date:

9/8/22

Name:

MISS ALLISON MARSHALL

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

KELLER & CO, 367B CHURCH ROAD,
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BS36 2AQ.