



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2022 To 31st December 2022

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. This was achieved through our programme of maintenance which included decoration, cleaning and replacing fire doors as well as investing in acoustic curtains to reduce noise between rooms. We also needed to refurbish a high level window taking into consideration the Grade II listed building status. We held a community event for the Queen's Platinum Jubilee in the form of a cream tea and also a Christmas Cracker event, the profits of which were donated to the Trussell Trust. We continue to offer a venue for a wide variety of groups in addition to our regular

		users including Gardening Club and Time 4 Carers. The community garden continues to be a source of enjoyment for members of the community and through the dedication and work of the volunteers, it is a colourful and peaceful place for the public. In addition it also provides fruit from the trees which in turn are made into pies and distributed to the community.
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	The contribution made by volunteers who give up their time, knowledge and experience is very much valued by the charity. The Trustees would like to acknowledge the contribution that is made
Other		

Achievements and Performance

	SORP reference	
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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 Trustees would like to acknowledge the hard work and amount of energy our Hall manager has put into networking for new Users, supporting existing Users and enabling us to thrive with a diverse set of Users for the benefit of the community in terms of both physical and mental health across a wide range of ages and abilities. Our 5 year Development plan has kept us on track for the maintenance and improvements for both the building and the Users including investing in an acoustic curtain to reduce noise for the Users as well as maintaining the exterior of the building and replacing outside lighting.
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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	The financial position of the charity is healthy with main source of funds coming from room hire fees.
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	£18,000
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	The Manor Hall Coalpit Heath at 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	Chair		
	2	Jean Butler	Treasurer		
	3	Sandra Fox	Secretary		
	4	Nicky Sweetland			
	5	Georgina Hawke			
	6	Glenys Hale			
	7				
	8				
	9				
	10				
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	12				
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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	
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)

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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 J Fox

Full name(s) Sandra Jean Fox

Position (eg Secretary,
Chair, etc) Secretary

Date 30th June 2023

Financial Statement for the Manor Hall at Coalpit Heath CIO
Income & Expenditure as at 31 Dec 2022

	<u>2022</u>		<u>2021</u>	
Income	£	£	£	£
Bank Interest	119.05		5.35	
Booking receipts	44,860.21		33,595.70	
Donations	10.00		36.00	
Fundraising	534.05			
Grants	2,667.00		18,327.21	
House Rent (inc water)	10,272.00		9,792.00	
Miscellaneous income				
WPC contribution	8,974.00		6,320.00	
Total Income		67,436.31		68,076.26
Expenses				
Bank charges	71.60			
Community Garden	1,705.77		2,663.36	
Council Tax	161.28		82.33	
Equipment/machinery	2,370.37		2,254.18	
Fundraising/Event Costs	212.10		137.69	
Hall Manager's Expenses				
Mobile phone	157.82		160.14	
Postage			32.22	
Salary	10,952.13		10,204.32	
PAYE Tax/NI/Pension	599.10		514.87	
Stationery	137.61		187.00	
House Expenses	1,032.00		6,517.00	
Insurance	2,750.96		2,368.80	
Lease payment	50.00		50.00	
Licence Fees	685.18		296.20	
Miscellaneous Expense			68.77	
Office Expenses				
Cleaning	9,089.40		7,318.78	
Consumables	297.67		465.78	
Nappy Bin Service	309.96		264.24	
Sanitary bin service	278.85		243.66	
Stationery	4.75			
Supplies	283.20		184.84	
Professional Fees	496.80		774.60	
Repairs & Maintenance				
Decorating/Improvements	3,720.00			
Main building	11,228.60		11,287.80	
Outbuildings	1,295.00		4,767.00	
Perimeter walls & car park	1,299.00		435.00	
Subscriptions	97.57		104.25	
Utilities				
Electricity	1,859.00		1,465.01	
Gas	2,540.75		2,103.25	
Waste & Recycling	902.94		771.98	
Water	984.26		1,268.75	
Wi-fi service	361.55		359.69	
Total Expenses		55,935.22		57,351.51
(Deficit) / Surplus for the year to date		<u>11,501.09</u>		<u>10,724.75</u>
Surplus b/fwd from last year		<u>60,364.91</u>		<u>49,640.16</u>
Deficit/Surplus for This Year		11,501.09		10,724.75
		<u>71,866.00</u>		<u>60,364.91</u>
Payments in hand				
Outstanding Cheques/credits	-677.50		-39.00	
Petty Cash account	293.24		229.66	
HSBC Current a/c	8,521.14		6,564.18	
HSBC Savings a/c	63,729.12		53,610.07	
	<u>71,866.00</u>		<u>60,364.91</u>	

Accounts prepared by J Butler Treasurer

Accounts checked by Independent Examiner

Dated

J.M. Butler
 Alison Vardall
 26/5/23



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

31-12-2022

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: Allison Marshall

Date: 26/5/23

Name: ALLISON MARSHALL

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

FCCA

Address:

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

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