

**Blindcrake Village Hall CIO**  
**Registered Charity no 1171226**

**Trustees' Annual Report for the period 1 April 2021 – 31 March 2022**

Treasurer: Rosalind Berry  
Holm Farm, Blindcrake, Cockermouth, Cumbria CA13 0QP

## **1 Introduction**

Our Village Hall refurbishment was substantially complete by January 2021 including unforeseen work to address dry rot, wet rot and damp proofing. Parish volunteers carried out decorating of the main hall and meeting room once the damp proofing work and replastering was dry; this was completed in April. A number of items consequent on the building work have continued through the year. Further improvements are still to be scheduled.

The normal operation of the Village Hall did not resume until May 2021 due to the continuing Covid pandemic. Even after this point normal activities have been slow to resume partly due to parishioners' cautiousness. Our income (excluding refurbishment grants and Covid grants) was therefore less than normal, at just over £2,000 compared with an expected £5-6,000 in a normal year. Fortunately we qualified for Omicron grant funds of £2,667, which has further helped our financial position.

Grant monies received but unspent in 2020-21 have been carried forward into 2021-22, therefore our total spend of £34,476 exceeds our in-year income of £17,141 by £17,335.

## **2 Trustees**

Our CIO constitution requires at least three charity trustees (committee members), of whom up to six may be elected at an AGM; up to nine appointed following nomination by a user body; and up to three co-opted at any meeting of the charity trustees. During 2021-22 our Trustees were:

Neil Pilling	Elected	Chairman
Ros Berry	Appointed	Treasurer
Rachel Hecht (McConkey)	Elected	Bookings Secretary
Cathy Keough	Elected	Secretary
Helen Marrs	Appointed	
Graeme Forrester	Appointed	

## **3 Meetings**

The Management Committee usually meets four to six times a year. We met on six occasions during 2021-22, including the May AGM.

## **4 Sources of advice and support**

Banking: Cumberland Building Society, Station Road Cockermouth

Surveyors: R Hayward Associates, Cockermouth  
Valuers: R Smeaton, Cockermouth  
Architects: Day Cummins, Cockermouth  
Charity: Action with Communities in Cumbria (ACT)

## **5 Objectives of the CIO**

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the civil Parish of Blindcrake ("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.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit, and these objectives have been pursued in the activities of the charity this year.

## **6 Structure, governance and lease**

The Hall was converted from a row of three cottages and given by the Rev Sharpe, Vicar of Isel, to the Church of England Carlisle Diocesan Trust and Finance Association (now Board of Finance) by deed of indenture dated 5 July 1897.

Blindcrake Village Hall was established as a charity by a Trust Deed and Lease on 1 December 1988. It was registered as an unincorporated charity with the Charity Commission on 20 September 1993. The Lease of 1 December 1988 expired on 30 November 2016, and a new 50 year lease was signed on 12 June 2018. Land Registration was also completed.

The charity was converted to a Charitable Incorporated Organisation (CIO) with a new Governing Document and registration with the Charity Commission on 20 January 2017 and a formal merger of the two charities at our 2017 AGM. This is the fourth annual report of the CIO.

The building was professionally valued in 2016 as a community building by R J Smeaton MRICS at £10,000. The lease is a full repairing lease which means that, although only a peppercorn rent of £1.00 per annum is payable on demand, the Management Committee is responsible for keeping the building in a good state of repair.

## **7 Principal activities**

The hall is normally in use most weeks for a variety of activities, including Pilates and yoga classes, meetings of the Parish Council, and local groups such as Isel Cricket Club, Wigton Motor Club and First Responders. It is used for coffee mornings, concerts, theatre performances, fundraising social events such as Burns' supper, Garden Safari, Christmas carol concert and prize draw, and the Evening Inn quiz, and private hires such as children's parties and funeral teas.



Naturally fewer events have taken place during the last financial year; due to Covid-19 restrictions; in particular we did not hold our annual Garden Safari in June, or the Burns' Supper in January.

## **8 Funding strategy**

Whilst our objectives are to provide a village hall for the purpose of recreation of our inhabitants, the revenue budget needs to be managed on a self-financing basis. The hire fees and other contributions made by users of the hall, in addition to fundraising by the Management Committee, are set to achieve this.

The new lease allows the Church of England and the Binsey Team ministry to use the Hall free of charge for up to 21 days per annum. There has also been a long standing practice of not charging certain groups with a charitable purpose such as the First Responders for use of the hall.

Management costs are kept to a minimum by use of Trustees and volunteers to take bookings, ensure heating is set etc. However we do use the services of a paid cleaner, window cleaner and local tradespeople for repairs and maintenance.

The Hall incurs a number of ongoing costs such as insurance, heating, regardless of the level of income. We keep a reserve of £5,000 to cover annual running costs in case of emergencies.

## **9 Policies**

The Village Hall has adopted a hiring policy. It has updated its Hiring Agreement, which is sent to the hirer by the Bookings Secretary when booking. The hiring agreement identifies the responsibilities of each party when booking the hall.

During 2019-20 we also adopted an Environmental Policy, an Equal Opportunities Statement of Intent and a Protection Policy for Children and Vulnerable Adults. The Protection Policy has been reviewed and updated.

## **10 Licences**

The Hall has a Premises Licence for designated entertainments, including the sale of alcohol. The Hall is also licensed by the Performing Rights Society for live and recorded music. We continue to renew our lottery licence annually and December 2019 was the first time for four years we held a raffle requiring this licence. We held a Christmas prize draw with pre-bought tickets in December 2021.

## **11 Insurance**

The Hall is insured by Allied Westminster, underwritten by Aviva. We agreed a five year term policy in July 2020, our annual premium in 2021-22 was £793.

## **12 Reserves policy**

Trustees have agreed to hold £5,000 in the bank as unrestricted reserves, this being equivalent to 100% average annual expenditure excluding cost of events. This cash is available for running costs in the event of being unable to raise income from our normal activities, and for unforeseen expenditure eg in relation to building maintenance or urgent furniture or equipment replacement.

## **13 Investments**

The M&G Charifund has yielded useful dividends including £574 in 2021-22. This is somewhat less than £639 received in 2020-21. During the Covid-19 pandemic, the value of our stocks reduced significantly, from £12,700 to £9,200, and the annual income was reduced to £494. The latest valuation from March 2022 has recovered considerably at £12,094.

## **14 Bank accounts**

As advised by ACT, in 2017 we opened a new building society deposit account for the CIO. We kept the old account open for the receipt of grant funding and payment of items relating to the refurbishment project; this account was only used once in 2021-22, for the initial direct debit for our new electricity contract from British Gas. It has now been closed and the remaining balance of £8,039.73 transferred to the main account.

Account signatories are Ros Berry, Neil Pilling, Helen Marrs and Graeme Forrester.

An increasing number of payees request electronic payments, but the Cumberland Building Society only offer internet banking on business or personal accounts. It is possible to request the CBS branch to make electronic payments from our account. We are investigating options for opening an account with a bank which would offer us the facility to make internet payments with two signatories.

## **15 2021-22 activities**

### **a) Refurbishment Project**

We received a grant of £1,770 from the Parish Council in April, plus our final Lottery payment of £2,450 in July. As last year's accounts and annual report were prepared we anticipated that the balance of architect's fees due would be in the order of £8,000; in the event this was just under £3,000.

The refurbishment project was largely completed during 2020-21, however we have a 2.5% retention on the main contract of £3,200 which will become payable when an inspection is carried out early in the new financial year. Remedial items remained to be carried out in 2021-22: redecoration of the main hall and meeting room by volunteers; joinery to skirtings and door frames; replacement carpet in the meeting room; completion of the redecoration by a professional decorator. We also installed roller blinds in the main hall and extractor fans in the toilets; we replaced our old second-hand upholstered chairs.



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A number of items are planned but remain to be carried out: we agreed to replace the timber single glazed windows in the front elevation, however planning permission was not received until February 2022. It is also intended to replace the current loft ladder and build storage cupboards in the loft space.

#### b) Other improvements

We were fortunate to qualify for Covid relief grants of £8,000 and £2,667 during 2021-22 which has allowed us to undertake further improvements and increase the sustainability of the Village Hall.

We agreed a contract for broadband with BT Business in September 2021, but due to various issues with the supplier we are still waiting for the installation to be completed. This has been the subject of complaints and raised with the Communications Ombudsman.

In March 2022 we received notification of a grant of £2,000 from the Tallentire Windfarm Fund towards the installation of an integrated audio visual system, which we hope will be installed in the early part of the new financial year.

We have worked with a website developer to set up our own independent website, <https://www.blindcrakevillagehall.org.uk/>.

#### c) Hiring and fundraising

Due to the ongoing Covid pandemic the year got off to a slow start. As part of our grant from DEFRA we had received £1,000 to be used for a launch event or other activities to raise awareness of the village hall and its facilities. Part of this was used for an open day, to which parish volunteers were invited, as well as potential hall users. As a result of this we have made contact with Kirkgate Arts and are putting on a couple of events in partnership with them.

Our fundraising has been limited compared with normal years: we held the first of our 'Evening Inn' bar and quiz nights in September, which was exceptionally well attended. As a thank you to the Parish the Management Committee agreed to donate a free drink to each attendee. Naturally this meant that we made a negligible profit, and the following event in November was poorly attended, partly we believe due to Covid fears, and only broke even. Fortunately the March event made a good profit of £240.

We also held our annual Christmas prize draw; again this was scaled down due to Covid, but sale of raffle tickets plus donations raised £506.50, a net income of £471.55 after the cost of refreshments is deducted.

The number of hires is now increasing with bookings worth £990 (of which £738 has been received) having been made during the year; this compares very well with previous years. Once the broadband has been installed it is intended to review our hire charges to ensure we are in line with halls offering similar facilities.

#### d) Payments

As noted earlier, our main expenses have related to final payments relating to the building project; ongoing improvements up after the building project: including new carpet tiles, remedial joinery work, plumbing, professional redecorating, installation of roller blinds, extractor fans.

We also refilled the LPG tank at a cost of £904.50; the fuel cost has risen from 69.45p per litre to 86.75, an increase of 25%.

The bill from Alan Mossop for routine gardening and maintenance, as well as a number of items consequent on the building work, such as adjusting doors, fitting hooks and door handles, replastering etc amounted to £800; the cheque was signed and delivered but not taken from our account as at 31 March.

Cleaning costs incurred up to February have been £437: a total of £212 has been paid in, plus a cheque for £225 sent in February which has been received by Joanne Bell but not taken from our account by 31 March.

Our 3 year electricity contract with Opus Energy terminated on 17 December 2021. Our charges were 15.410p per KWH, and 35.219p per day standing charge. We agreed to switch to a British Gas Lite 3 year contract back on 30 March; our new charges are 16.39p per KWH and 51.75p per day standing charge. Based on current usage, the annual cost will increase to about £370 per year, compared with about £300 over the previous three years. Although the cost has increased, this means we are shielded from the current large rises in energy costs.

#### **16 Future plans**

Thanks to the support of our funders, Covid relief grants, and volunteer help, we are in a healthy financial position with a current balance of £27,143.

We prepare our accounts as receipt and payment accounts, rather than accruals. However as noted elsewhere, we have issued unredeemed cheques totalling £1025. We expect a final building contractor's bill of £3,200. We have also made commitments to install double glazing, cost to be confirmed but expected to be in the region of £5-6000. We have recently committed to installing an audio-visual system at a cost of £4,770. Set against this we have an outstanding payment for hiring of £252, and promised grant income of £2,000. When these items are factored in, our forward balance will be in the region of 14,400.

We have made steps to increase our visibility and the usage of the hall; due to the ongoing Covid pandemic this has had a partial success so far. However we have successfully hosted a number of children's parties and are trying out theatre/music events with Arts Out West. We will redouble our publicity once we have broadband installed.

**Ros Berry, Treasurer**  
4 May 2022

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**Declaration**

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

Signed on behalf of the charity's Trustees

Signature



Full name

NEIL ROBERT PULLING

Position on Management Committee

Chairman

Date

5.5.22



**Receipts and Payments Account Year Ending 31st March 2022**

	2021-22	2020-21
<b>Receipts</b>	£	£
Donations	105.00 ✓	82
Room Hire	818.00 ✓	0
Interest received* ex CBS	574.20 ✓	513.28
Garden Safari inc float	0.00 ✓	0
Burns Supper	0.00 ✓	0
Evening Inn	250.00 ✓	0
Special events	506.50 ✓	0
Grant funding	4220.00 ✓	151380
Sundry	10667.00 ✓	12775.17
<b>Total Receipts</b>	<b>17140.70</b>	<b>164750.45</b>
<b>Payments</b>		
Gas	988.50 ✓	783.36
Electricity	384.75 ✓	377.17
Insurance	793.42 ✓	1538.93
Repairs & maintenance	0.00	1600.00
Sundries	7817.87 ✓	1121.89
Cleaning	212.50 ✓	32.50
Special events expenses	269.15	0.00
Deposits returned	80.00 ✓	30.00
Professional expenses	2987.64 ✓	540.00
Contractor payments	20941.76 ✓	128090.00
<b>Total Payments</b>	<b>34475.59</b>	<b>134113.85</b>
<b>Total Receipts less Payments</b>	<b>-17334.89</b>	<b>30636.60</b>
<b>Movement of Reserves</b>		
Balance brought forward	44477.90	13841.30
Total Receipts less payments for year ending 31/03/21	-17334.89	30636.60
Transfer from/to reserves	-	-
	<b>27143.01</b>	<b>44477.90</b>
<b>Statement as at year ending 31st March 2022</b>		
Balance at Cumberland Building Society / Bank	27143.01 ✓	44477.90
M&G Investment Account brought forward	11272.82 ✓	9152.55
Transfers to current Account	574.20 ✓	493.80
Closing Value of Investment 31/03/22	12094.31 ✓	11272.82
<b>Accumulated Fund</b>	<b>39237.32</b>	<b>55750.72</b>

**Ms R J Berry Treasurer**

Holm Farm, Blindcrake  
Cockermouth, CA13 0QP

Signed:

Date:

*Rosalee Berry*  
4 May 2022

Examined and found correct:

Signed:

Date:

*A. J. Purvis*  
25/7/2022

**Auditor**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Blindcrake Village Hall CIO

On accounts for the year  
ended

31 March 2022

Charity no

1171226

Set out on pages

Page 8 of Trustees' Annual Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

Responsibilities and basis  
of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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. J. Purvis*

Date:

*25/7/2022*

Name:

ALAN YOUNG PURVIS

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

Address:

BEECH FARM , SUNDERLAND  
COCKERMOUTH  
CA13 9SS

## Section B

## Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of  
any items that the  
examiner wishes to  
disclose.