



Trustees' Annual Report for the period

From 1.3.2020
Period end date

Period start date To 28.2.2021

Charity name: Cottingham Village Trust

Charity registration number: 1171733

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the benefit of the inhabitants of Cottingham and the surrounding area by associating with the Local Authority, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for 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	To provide halls and rooms for hire for public and private events, celebrations, shows, concerts, classes and meetings. To provide rooms for rental for not-for-profit local organisations and public services. To provide public toilets.
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 had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		n/a

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	Volunteers are essential for the successful running of the venue. There are about 150 volunteers, of which, in normal times, a core of about 50 come in regularly. During this year of covid, they have come in whenever asked, and have followed the required covid regulations in order to keep the public safe.
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>During this year of covid, the buildings have been closed for most of the year for all our users except the NHS. However, because of the size of the main hall, good ventilation and the ability to establish a one-way system, the building was used by the NHS during the lockdown periods and by other groups during the time when lockdown was lifted in the autumn. During the spring and summer, the NHS used the hall as a venue for childcare for the staff of the two large local hospitals, enabling them to continue working. Throughout the whole year, the NHS blood transfusion service used the hall for the blood donors, increasing the number of their sessions as all other local halls had closed. This increased usage is continuing.</p> <p>When lockdown was eased during the autumn, some activities restarted, and some additional classes started. Four socially distanced gigs took place with reduced audiences, so making no financial profit. This gave the public some temporary relief from the difficulties caused by covid, while remaining safe.</p> <p>During the following period of closure, while there were no dance classes and other activities in the small hall, the hall and its side room were refurbished. It now has a new floor suitable for dance and new lighting. The side room/pantry has been improved, with new sink and cupboards. The I AM Fund grant enabled this development. The organisers of this grant have said that they would like to establish a continuing relationship with the Trust and, as part of this, the small hall will now be renamed the Audrey Mosey Studio, after the Cottingham resident who left the legacy that forms the fund.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	<p>Para 1.41</p>	<p>The Trust continues to work with the local authority, parish council and voluntary organisations. During this covid year, this has mainly been in receiving and sharing information, providing the equipment needed</p>
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Achievements against objectives set		and performing the actions required to conform with covid prevention regulations.
Performance of fundraising activities against objectives set	Para 1.41	The Cottingham Village Lottery, which was set up by the Trust, continues to have about 250 subscribers. It has raised about £5,000 pounds this year which has contributed to improvements on the stage in the main hall. An equal amount has been given in prizes spread over the twelve monthly draws.
Investment performance against objectives	Para 1.41	n/a
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Trust had a surplus of £34,042 at the end February 2021. The losses incurred because of the closure due to covid were covered. This was mainly due to the covid related grants received from the East Riding Council, the furlough payments to staff and a grant of £10,000 received from a local fund, the I AM Fund. A local resident also gave a donation of £2,000. Also, due to the closure of the building for most of the year, the running costs were reduced.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trust retains a reserve of £10,000 to cover any emergencies and unforeseen costs.
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	In last year's report, we described uncertainties due to covid. These have not materialised. As soon as people were able to return they did, though with slightly smaller numbers, due partly to distancing regulations. The Trust now has an increasing number and variety of bookings for its halls and rooms.

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	<p>During this covid year, the principal sources of funding have been hiring fees (NHS childcare and blood donors), covid grants from the local authority, furlough payments and the grant from the I AM fund.</p> <p>The IAM Fund is a legacy from a Cottingham resident, which is to provide funding for the support of young people in the performing</p>
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		arts. Further funding will be received from this source.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	There is a need for more, and younger, trustees, to ensure the continuity of the Trust.
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	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	Co-option during the year with confirmation at the Annual General Meeting.

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

Other		

Reference and Administrative details

Charity name	Cottingham Village Trust
Other name the charity uses	
Registered charity number	117173
Charity's principal address	1 Market Green, Cottingham, East Yorkshire HU16 5QG

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	Ian Start	Chair		
2	Geoff Groom	Vice Chair		
3	Jane Price	Treasurer		
4	Katrin McClure	Secretary		
5	Harold Kay			
6	Jenny Mills			
7	Michael Ratcliffe		1.3.2020 – 1.8.2020	
8	Jim Stansfield			
9	Robert Nicklas		March 2021 onwards	
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11				
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20				

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

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

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

n/a

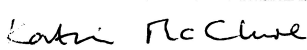
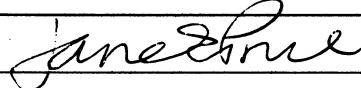
Other optional information

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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)		
Full name(s)	KATRIN ENID MCCLORE	JANE ELIZABETH PRICE
Position (eg Secretary, Chair, etc)	Secretary	TREASURER

Date 27. 9. 2021

Cottingham Village Trust

Registered Charity No.
1171733

Accounts for the year ending
28th February 2021

Cottingham Village Trust
Registered Charity No. 1171733
Period end 28th February 2021
Financial Review

The income and expenditure account for the year ending 28th February 2021 shows a surplus of £34,042. This is an increase of £24,141 on the year ending 29th February 2020, the increase is mainly due to the grants received in the year which have offset with the loss of Bar Sales, fall in Hall Hire income and drop in repair costs. It is also worth noting that due to COVID-19 this year's figures are not going to be a normal comparative to prior or future periods.

The trustees have decided that a minimum cash balance of £10,000 is always required in case of emergency and unforeseen costs, Cottingham Village Trust (CVT) has achieved this throughout the whole year.

The Trustees are planning that as CVT holds the required minimum cash reserves any surplus funds will continue to be reinvested into the Civic Hall, this will continue until the Civic Hall is brought up to the required standard. However, the trustees will constantly be re-assessing the impact of COVID-19 to ensure that CVT is in a position to withstand any future impacts of the pandemic.

Cottingham Village Trust
Registered Charity No. 1171733
Income & Expenditure Account

	Year End 28/02/2021	Year End 28/02/2020
Bar		
Bar Sales	£4,900	£84,914
Bar costs	-£4,585	-£32,133
Security	-£585	-£7,844
Bar Licence	-£180	-£295
	-£450	£44,642
Donations & Grants	£0	
Donations Received	£8,988	£7,833
Donations Made	£0	£0
Grants Received	£66,228	£10,221
Fundraising	-£608	£842
	£74,608	£18,896
Events		
Tickets Sold	£1,590	£8,131
Band Fee	£0	-£3,249
Event Licence	£0	-£20
PPL Licence	-£1,591	-£1,104
Venue Hire	£0	£0
Wristbands	£0	£0
	-£1	£3,758
General		
Hall Hire Income	£31,934	£53,618
Office Rental Income	£363	£1,380
Cleaning	-£2,281	-£2,144
Depreciation	-£1,864	-£1,525
Insurance	-£4,338	-£3,426
Light & Heat	-£9,013	-£13,169
Legal Fees	£0	£3
Printing	£0	-£128
Rates	-£1,927	-£4,462
Repairs	-£21,182	-£55,467
Stationery	-£129	-£367
Sundry	-£1,152	-£846
Telephone	-£1,223	-£1,292
Training	£0	£0
Wages	-£26,699	-£27,660
Waste Disposal	-£1,275	-£1,531
Website	-£1,329	-£379
	-£40,115	-£57,395
Surplus/(Deficit)	£34,042	£9,901

Cottingham Village Trust
Registered Charity No. 1171733
Balance Sheet

	Feb-21	Feb-20
Fixed Assets		
Equipment	<u>£17,669</u>	<u>£15,034</u>
Current Assets		
Bar Stock	£1,505	£2,558
Hall Hire Debtors	£813	£3,540
Cash	£50	£50
Bank Account	<u>£70,356</u>	<u>£35,168</u>
	£72,724	£41,317
Current Liabilities		
Accruals	£0	£0
Loan	<u>£0</u>	<u>£0</u>
	£0	£0
Net Assets	<u>£90,392</u>	<u>£56,350</u>
Reserves		
B/fwd	£56,350	£46,449
Surplus/(Deficit)	<u>£34,042</u>	<u>£9,901</u>
C/fwd	<u>£90,392</u>	<u>£56,350</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Cottingham Village Trust

**On accounts for the year
ended**

28/02/2021

**Charity no
(if any)**

1171733

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 28/02/2021.

**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 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.

Signed:

Date:

19/07/2021

Name:

Matthew Stephen Kendall

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

FCA

Address:

2 Exeter Street

Cottingham

HU16 4LU

Only complete if the examiner needs to highlight 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.