



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	01	2020	To	31	12	2020

## Section A Reference and administration details

<b>Charity name</b>	Wicken Jubilee Village Hall
<b>Other names charity is known by</b>	Wicken Mission Hall
<b>Registered charity number (if any)</b>	1173591
<b>Charity's principal address</b>	26 Lode Lane
	Wicken
	Ely Cambs
<b>Postcode</b>	CB7 5XP

### 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	Mrs. G. Turner	Chair		
2	Mrs. S. Leek	Secretary		
3	Mr. R. White	Treasurer		
4	Ms. G. Rogers			
5	Mrs. C. Blott			
6	Mrs. S. Jones			
7	Mr. J. Clarke			
8	Mrs. S. Wilson			Wicken Parish Council
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**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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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Up to 10 trustees are elected. Up to 5 trustees may be appointed. Up to 5 individuals may be co-opted by the trustees.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The appointed trustees represent organisations that regularly use the hall at least every month. They are chosen and appointed by the organisations themselves.  
Organisations that have been invited to appoint a trustee should they choose are:

Wicken Parish council  
Wicken Coronation Brass band  
The Swallowtails Senior Citizens Club  
The FenTiggers Nursery School

During the year, three of the existing trustees resigned for personal reasons leaving a total of eight.

An Annual General Meeting was not held during the year because of the Covid pandemic restrictions. Existing trustees continue in post until such time a public meeting is possible.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Wicken, Upware and Padney 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 the 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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

This was a very difficult year for the Charity because of the Covid pandemic. The Hall was closed for the greater part of the period and we were therefore unable to run any fund-raising functions or let the hall for other activities.

There was a short period when some regular activities such as ballet classes and Pilates classes could be run under Covid secure arrangements but our income from hall letting was drastically reduced.

Fortunately, two government grants totalling £13370 helped to meet the daily running costs.

The hall has been maintained in excellent condition and is ready for use when this is possible once again. Throughout the period the trustees have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

See section C summary above.

## **Section E Financial review**

**Brief statement of the charity's policy on reserves**

The Charities policy is to maintain a working balance and contingency reserve of at least £10000 in our account.

**Details of any funds materially in deficit**

None

#### **Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charities financial position remains sound. Sufficient reserves had been build up in previous years to withstand the severe losses due to Covid and this, together with government assistance means we are in a reasonably healthy financial position.

## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Georgina Turner	
Position (eg Secretary, Chair, etc)	Chair	
Date	20 January 2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Wicken Jubilee Village Hall

No (if any)  
1173591

CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Jan-20	To	Period end date 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 £
<b>A1 Receipts</b>					
Hire fees (regular)	3,791	-	-	3,791	8,510
Hire Fees (non-regular)	578	-	-	578	3,350
Fund raising functions	-	-	-	-	3,702
Teas/books	-	-	-	-	537
Donations	-	-	-	-	45
Covid grants	11,334	-	-	11,334	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,703</b>	<b>-</b>	<b>-</b>	<b>15,703</b>	<b>16,144</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,703</b>	<b>-</b>	<b>-</b>	<b>15,703</b>	<b>16,144</b>
<b>A3 Payments</b>					
Cleaner	2,968	-	-	2,968	2,873
Utilities	2,027	-	-	2,027	2,151
Admin/functions	1,387	-	-	1,387	2,235
Maintenance	3,357	-	-	3,357	1,744
Equipment	130	-	-	130	471
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	<b>9,869</b>	<b>-</b>	<b>-</b>	<b>9,869</b>	<b>9,474</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Dishwasher	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>9,869</b>	<b>-</b>	<b>-</b>	<b>9,869</b>	<b>9,474</b>
<b>Net of receipts/(payments)</b>	<b>5,834</b>	<b>-</b>	<b>-</b>	<b>5,834</b>	<b>6,670</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>5,834</b>	<b>-</b>	<b>-</b>	<b>5,834</b>	<b>6,670</b>

## 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 £
<b>B1 Cash funds</b>	Current Account	29,010	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>29,010</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables and chairs	unrestricted	-	-
	Refrigerators and freezer	"	-	-
	Dish washer	"	-	-
	Crockery and glassware	"	-	-
	Cooker	"	-	-
	Audio visual system	"	-	-
	Portable stage	"	-	-
	Fire equipment	"	-	-
	Portable appliances	"	-	-
<b>B5 Liabilities</b>	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	
		R J White	09-Jan-21	
		G Turner	09-Jan-21	