

## **Lechlade Village Hall and Recreation CIO (charity number 1175718)**

### **Report of the Trustees for the year ended 31<sup>st</sup> December 2022**

The trustees present their annual report and financial statements and confirm that they comply with the Charities Act 2011, the constitution of Lechlade Village Hall and Recreation Charitable Incorporated Organisation (CIO) and the Charities Statement of Registered Practice SOPR (FRS 102).

#### **Section A: Reference and Administrative Details**

Charity Name: Lechlade Village Hall and Recreation CIO

Charity Registration Number: 1175718

Principal Office Address: Lechlade Memorial Hall, Oak Street, Lechlade GL7 3AY

##### **Names of the CIO trustees**

Trustee Name	Office (if any)	Dates acted if not for the whole year	Name of person (or body) entitled to appoint trustee (if any)
Brian Britton			Lechlade Art Society
Susan Brooks		Appointed January 2022	Lechlade Scottish Country Dancers
Neal Cotton			Lechlade Gardening Club
Alwyn Davies			Lechlade & District Probus
John Elsey		Resigned April 2022	Lechlade Bridge Club
Grenville King			Lechlade Community Cinema
Steve Hollock		Resigned January 2022	Lechlade Scottish Country Dancers
Mike Keegan			The Arts Society Upper Thames
Hilary Knight		Resigned November 2022	Lechlade WI
Jaime Maskell			Lechlade Town Council
Tommy McLardie	Treasurer		
Gay Oliver			Lechlade Tennis Club
Simon Paul BEM	Chairman		
Gill Saunders	Secretary		
Hazel Watkins			Lechlade Tuesday Club
Marian Winckles			Lechlade History Society
Simon Winckles			
Ashley Wood			

#### **Section B: Structure, Governance and Management**

Governing Document; Lechlade Village Hall and Recreation CIO is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in November 2017 under charity number 1175718.

#### Trustee selection methods

The CIO maintains a list of “User bodies” (Lechlade based community organisations which use facilities provided by the CIO.) Each User body has the right to appoint one charity trustee. Up to six Trustees may be elected and a further three may be appointed as co-opted Trustees.

New Trustees are provided with an induction pack which includes a copy of the constitution and the most recent Trustee’s Annual Report and financial statements.

#### Organisational structure

The CIO trustees are responsible for the control and management of the assets of the CIO. Trustees give their time freely and receive no remuneration, expenses or other financial benefits.

A buildings group committee has responsibility for all building related activities, which includes work to maintain and improve the fabric and contents of the facilities.

Full Trustee meetings took place six times during the year, taking all decisions in relation to running the Memorial Hall, Pavilion, All Weather Pitch, skatepark and recreation ground as well as other activities organised by the CIO.

The CIO employs a booking clerk (part time).

There have been no party related transactions in the reporting period that require disclosure.

### **Section C: Objectives and Activities**

The objects of the CIO are set out in the CIO constitution and are summarised as follows:

To manage the community facilities owned by the CIO including the Memorial Hall, Pavilion, All Weather Pitch, skatepark, car park and recreation ground for the benefit of residents of Lechlade.

The main activities of the CIO undertaken for public benefit are summarised as follows:

Trustees work to make sure that the facilities managed by the CIO are of high standard and continue to meet the needs of the local community. Trustees promote the use of these facilities through marketing leaflets, a local magazine as well as online communications and social media.

Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance (PB3) when exercising their powers or duties to which the guidance is relevant.

## **Section D: Achievement and Performance**

### **D1 Community Use of CIO facilities**

At the start of the year, we were impacted by a surge in cases of a new (omicron) variant of COVID-19 which, in December 2021, caused the Government to impose stricter measures to prevent transmission of the virus. These measures applied to village halls and included the need to wear face coverings (unless exempt), maintaining social distancing and increased ventilation. These restrictions reduced the number of bookings in the first few months of the year. In April 2022, all Government legal restrictions were lifted and were replaced by guidance. With this relaxation of mandatory requirements, more organisations and individuals felt it was safe to socialize and have face to face meetings.

To encourage organisations and individuals to use CIO community facilities, Trustees agreed that there would be no increase in hire charges. The following regular activities continued from 2021: Yoga, Pilates, Badminton, History Society, Jolly Tots, Tuesday Club, Circuits Class, Adult Ballet, Ballroom Dancing, Tai Chi, Beavers/Cubs, Fitness Class, Hartbeeps, Martial Arts, Antiques and Vintage Market, Craft Activities, Gong Sound relaxation and NHS Blood Donor sessions. New regular activities which started in 2022 included Lechlade Repair Café and Lechlade & District Probus.

In April, we hosted the Gloucestershire DigiBus to help local people improve their technology skills (digital inclusion) and reduce social isolation. Our thanks to the Fairford and Lechlade Working4Wellbeing coordinator for arranging this.

In June, CIO facilities were well used to host community events which were organized to celebrate the Platinum Jubilee of HM Queen Elizabeth II. These included; afternoon tea in the Memorial Hall for walkers after “beating the bounds” and as part of Open Gardens, screening the televised Thanksgiving Service from St Paul’s Cathedral, the Jubilee Ball and Party in the Park. The winner of a competition to draw/paint a portrait of the Queen is now on display in the entrance area of the Memorial Hall. We were deeply saddened by the death of the Queen who had led a life of exemplary service to the people she served. She was a shining example to all of us.

In the school easter and summer holidays, World Jungle organised fun activities for children on the playing field. These free events were funded by Gloucestershire County Council and Cotswold District Council.

The CIO is a member of the Gloucestershire Playing Fields Association and the Fairford and Lechlade Business Club.

### **D2 Maintaining and Improving CIO facilities**

In March/April, the halogen lamps on the All Weather Pitch were replaced with LED lighting. This work was more extensive than was originally anticipated as a fault was also found in the underground cable which needed to be replaced. Following this work, several neighbours complained that the new, brighter lights were shining into their houses. Work to reposition the new lights to face down took place in August. We are pleased to report that this resolved the complaints. The lighting on the All Weather Pitch is now reliable and back to full working order. It also has the additional benefit

that it consumes a lot less energy. We are very grateful to Ashley Wood, Trustee and qualified electrician, for carrying out this work.

In April, we reached a financial settlement with our insurers following a substantial leak of water from outside of the pavilion which took place in July 2021.

In May, Trustees agreed to purchase an additional 17 tables to cater for the monthly Antiques and Vintage Fair and other events which required the use of extra tables. Ten more robust small tables were also purchased to replace the ones originally chosen for use by the Bridge Club.

A flagpole was purchased and was used to celebrate the Platinum Jubilee of HM Queen Elizabeth II as well as to mark the period of national mourning when she died.

In June, a new Cleaning Contractor was appointed.

In September, four portable mirrors were purchased for use by dance and exercise groups. These mirrors are well used by existing groups and further enhance our facilities for potential new users.

A new CCTV camera was added to cover the entrance to the car park. The storage capacity for CCTV recording was also increased.

In December we began a programme of work to replace fluorescent tubes in the pavilion with more modern, energy efficient LED lighting. The main room has been completed. Further work to replace the remaining fluorescent tubes in the building will take place early in 2023.

The Memorial Hall WiFi was extended and now also provides coverage in the Pavilion.

During the year, Lechlade Town Council led work to develop the children's play space on the playing field. The working group has carried out consultations with various community groups and residents. Several potential playground equipment suppliers have been identified. Further progress will be made in 2023.

Trustees are supportive of a proposal from a local resident to install Electric Vehicle Charging Points in the Memorial Hall car park. Trustees need to have a better understanding of the cost and other practical considerations before this can be taken forward. As part of ongoing investigations, we have been in contact with the lead official at Gloucestershire County Council who is responsible for the roll out of vehicle charging points across the county. The CIO chairman has also joined two webinars which focused on EV Charging infrastructure. Further progress on this will take place in 2023.

### **Dealing with issues/complaints;**

In July 2021, a group of travellers decided to use the playing field to park their vehicles, causing huge disruption to the local community and businesses with their extreme anti-social behaviour. Following this incident, with the help of Lechlade Town Councillor Ian Lindsay, we have had bulk soil bags blocking the entrance to the playing field. In November 2022 a permanent barrier with anti-tamper features was installed to prevent unauthorized access to the field. We are very grateful for a substantial grant towards the cost of this barrier from Lechlade Community Fund.

Further work to reduce the likelihood of a recurrence of this incident is planned for 2023.

We have continued to receive complaints from a resident about noise nuisance and anti-social behaviour by a small number of users of the skatepark. The police and local authority are also involved in trying to resolve this. In January 2022, we installed an extra CCTV camera which covers the skatepark area. This not only allows us to monitor activity on the skatepark but is also intended to act as a deterrent to anti-social behaviour. The resident was invited to talk to Trustees in March. Following this meeting, Trustees agreed to consider what further action could be taken to address these concerns.

In July, we were notified about motorbikes being ridden on the skatepark and racing across the playing field. This anti-social behaviour was also reported to the police. This happened on several consecutive days and then stopped.

Following a complaint that brambles were encroaching on to a neighbour's garden, a working party removed the brambles adjacent to this boundary.

In August, one of the football goal posts was vandalised leaving it lying on the ground. As a result, it has not been possible to play any football matches on the pitch at the start of the 2022/23 season.

## **Section E: Financial Review**

Following a review of energy suppliers, we switched to a new electricity provider in June. Measures to reduce energy consumption include the replacement of halogen lamps with LED lighting on the All Weather Pitch and the replacement of fluorescent tubes with LED lighting in the pavilion. Work has also taken place to improve the energy efficiency of the Memorial Hall heating and hot water systems.

The CIO Reserves Policy is to set aside the sum of £10,000 at the end of each financial year over a minimum period of 5 years from 2019, to go into a separate Reserves account, providing funds allow.

The principal sources of funding for the CIO are from lettings income and rental of the office space to Lechlade Town Council and donations. We were also very grateful to have received £2667 in COVID related support grants during the year.

The final Revenue and Expenditure figures at our year end of 31 December 2022, were £69,308 and £62,895 respectively, resulting in a net surplus of £6,413.

Adding the net receipts to the cash balance of £80,499 at the beginning of the year plus £29 interest meant that the CIO had total cash in its Business accounts of £86,941 (comprises £46,902 in Business current account and £40,039 in Reserve account). The cash total of £86,941 is sub divided into £80,874 of Unrestricted funds and £6,067 of Restricted funds.

The CIO does not currently have any investments.

## **Declaration**

The Trustees declare that they have approved the trustee's report above

Signed on behalf of the CIO's trustees

Signature:

A handwritten signature in black ink, appearing to read 'Scn Paul', written in a cursive style.

Full names: Simon Colin Neil Paul

Position: Chairman of Trustees

Date: 23 January 2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Lechlade Village Hall & Recreation CIO

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2022

To

31/12/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Lettings	49,929		-	49,929	28,289
All Weather Pitch lettings	256		-	256	110
Grants/Donations	6,296		-	6,296	18,387
Sundries	118		-	118	184
Insurance Claim	6,918		-	6,918	
LTC rent	5,000		-	5,000	5,000
Other	791		-	791	
Interest	29		-	29	1
<b>Sub total (Gross income for AR)</b>	<b>69,337</b>	<b>-</b>	<b>-</b>	<b>69,337</b>	<b>51,970</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>69,337</b>	<b>-</b>	<b>-</b>	<b>69,337</b>	<b>51,970</b>
<b>A3 Payments</b>					
Utilities(gas,electric,water)	21,193		-	21,193	6,514
Payroll	3,735		-	3,735	3,158
Licenses & Insurances	5,830		-	5,830	5,443
Hall equip/repairs	17,063		-	17,063	9,336
Cleaning Materials,Maintenance(incl AWP)	10,612		-	10,612	6,807
Expenses	240		-	240	29
Waste	543		-	543	503
Gardening	390		-	390	954
Telephone	609		-	609	975
Other	2,680		-	2,680	14,189
<b>Sub total</b>	<b>62,895</b>	<b>-</b>	<b>-</b>	<b>62,895</b>	<b>47,907</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>62,895</b>	<b>-</b>	<b>-</b>	<b>62,895</b>	<b>47,907</b>
<b>Net of receipts/(payments)</b>	<b>6,442</b>	<b>-</b>	<b>-</b>	<b>6,442</b>	<b>4,063</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>74,432</b>	<b>6,067</b>	<b>-</b>	<b>80,499</b>	<b>76,436</b>
<b>Cash funds this year end</b>	<b>80,874</b>	<b>6,067</b>	<b>-</b>	<b>86,941</b>	<b>80,499</b>
<b>Transfer to Reserves B1</b>		<b>0</b>			
<b>Total in Cash year end</b>	<b>80,874</b>	<b>6,067</b>		<b>86,941</b>	<b>80,499</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 £
B1 Cash funds	BARCLAYS COMMUNITY ACCOUNT	40,835	6,067	-
	BARCLAYS PREMIUM RESERVE	40,039	-	-
			-	-
	<b>Total cash funds</b>	<b>80,874</b>	<b>6,067</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	MEMORIAL HALL LAND & BUILDINGS	RESTRICTED	1,650,000	1,815,000
	MEMORIAL HALL FIXTURES & FITTINGS	RESTRICTED	28,600	28600
	PAVILION LAND & BUILDINGS	RESTRICTED	715,000	786500
	PAVILION FIXTURES & FITTINGS	RESTRICTED	22,000	22000
	SKATEBOARD PARK	RESTRICTED	123,209	135530
	ALL WEATHER PITCH	RESTRICTED	64,172	70588
	YOUTH SHELTER	RESTRICTED	25,669	28236
			-	-
			-	-
B5 Liabilities	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	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Lechlade Village Hall and Recreation Charitable  
Incorporated Organisation (CIO)

On accounts for the year  
ended

31 December 2022

Charity no  
(if any)

1175718

Set out on pages

1 to 2

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

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:

Date:

17 APRIL 2023

Name:

Philip Woolley

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

Institute of Chartered Accountants in England & Wales

Address:

76 Perrinsfield

Lechlade

Gloucestershire, GL7 3SD

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.

**Independent Examiner's Report**  
**To the Trustees of Lechlade Village Hall and Recreation Charitable**  
**Incorporated Organisation (CIO)**

I report to the trustees on my examination of the accounts of Lechlade Village Hall and Recreation CIO (the Trust) for the year ended 31 December 2022.

**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 Trusts accounts carried out under section 145 of the 2011 Act. In carrying out my examination, I have applied 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, giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.



Philip Woolley ACA

Institute of Chartered Accountants in England & Wales

76 Perrinsfield

Lechlade

Gloucestershire

GL7 3Sd

19 April 2023