

## **Gressingham Village Trust**

**a Charitable Incorporated Organisation, Registered with the Charity Commission as charity number 1181569.**

### **Trustee's Annual Report 2021**

Gressingham Village Trust (GVT) was incorporated and registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) on 15 January 2019, with registered charity number 1181569.

#### Overview 2021

During 2021, GVT continued to manage and maintain Gressingham Old School Room (GOSR), including the grounds and the upstairs flat.

Revd Michael Hampson stepped down as GVT Chairman and Trustee on 12<sup>th</sup> October 2021 and was replaced as Chair by Jane Paxman.

GVT continued the process of registering legal title to the GOSR Septic Tank site at The Land Registry. This continues to be handled on behalf of GVT by Lara McIntosh of Oglethorpe Sturton & Gillibrand (OSG). In August 2022, GVT provided additional evidential documents requested by The Land Registry. OSG has agreed it will only request payment for their work when confirmation of completion of the registration with The Land Registry has been received.

There was no Annual Parish Meeting in 2021, only one GVT Trustees' meeting, and many other normal operations were disrupted, due to the continuing global Covid-19 pandemic.

#### Constitution and 'committees' (subcommittees) (to be noted in each annual report)

The constitution is very practical and sets out in detail how the organisation is to operate. It should be referred to for questions on practical matters such as what constitutes a quorum (clause 15(3)) and the election and appointment of trustees (clause 10).

- The Pearson Trust Working Group is a 'committee' of GVT under the terms of clause 14 of the constitution; its delegated powers are set out in the minutes of 23 January 2019 and 27 February 2019.
- Independent examination of accounts is required when income exceeds £25,000 per year

#### The following policies are in place (to be noted in each annual report)

- The individual occupying the upstairs flat at GOSR as tenant in February 2019 should be given the opportunity to move to the new downstairs apartment, should that individual still be occupying the upstairs apartment if and when the conversion of the downstairs into an apartment goes ahead (adopted 27 February 2019)
- Emergencies can be handled in good faith between meetings (adopted 29 April 2019; the example was slates having blown off the roof and a repair having been quickly organised)
- Any three trustees acting together can attend to repairs, renewals and replacements between meetings up to £500 (adopted 11 July 2019)
- The following policies have been submitted to the Charity Commission, which requires policies in each of these areas to be in place:
  - Investment Policy. Funds beyond those in the current account are currently held in a bank deposit account. This will be reviewed on completion of the current ongoing feasibility study investigating the feasibility of creating new community facilities inside Gressingham Parish Church.
  - Risk Management Policy. A Risk Assessment has been carried out for the building and activities within it. This is included in the annual report. The additional risk of loss of money by fraud or theft by a trustee is managed by requiring two signatories on cheques and other instructions to the bank.
  - Conflicting Interests Policy. This is set out in the GVT constitution.
  - Complaints Policy. Should a complaint be made it will be addressed by all Trustees by meeting or by online communication within one week of the complaint being made.
  - Volunteer Management Policy. Volunteers and volunteering will be overseen directly by the trustees.
  - Safeguarding Policy. Best practice will be followed in relation to safeguarding practices for young people and vulnerable adults. Advice is available via the church-appointed trustees from the Diocese of Blackburn safeguarding team.
  - Staff Payments policy. Payments to staff will be made by bankers order only.

#### Property ownership (to be noted in each annual report)

- GVT has Possessory Title at the Land Registry on "School House, Gressingham, Lancaster LA2 8LP", title number LAN220739, Registered Proprietor Gressingham Village Trust, since May 2019. Absolute Title can be claimed after twelve years, that is, in May 2031 (see minutes of 11 July 2019)

- GVT additionally holds deeds for the septic tank site across the road from GOSR. In October 2022, they are with the Land Registry accompanying GVT's application for registration of the plot. When they are not with the Land Registry, they are kept in the church safe.

Key observations in relation to current tenancies (to be noted in each annual report)

- From the current tenancy agreement for the upstairs flat: "The Landlord may increase the rent on 1 January each year, by a maximum of the percentage change in the Consumer Prices Index in the year to the preceding June, as published in the middle of the preceding July. To do so, the Landlord must serve a rent review notice on the Tenant during September or October each year specifying: (a) the percentage by which the rent will increase on the forthcoming 1 January; and (b) the new rent payable from the forthcoming 1 January."

List of attachments

- Accounts 2021
- See also 'Note on the status of trustees in the event of the delay or cancellation of the Annual Parish Meeting', attached to the 2019 Annual Report.

*Jane Paxman (Chair of Trustees) 28 October 2022.*

# Gressingham Village Trust Accounts 2021

Year end; 31st December

Income	General £	PTWG £	Total £
Flat rental	4,572.00		
LCC polling station rental	260.00		
Events rental	0.00		
Savings interest	2.95		
Gressingham Parish Council (2020 village use of room)	400.00		
Donation from Bill Taylor	20.00		
Expenditure	General £	PTWG £	Total £
Water (Water Plus)	0.00		
Electricity (SWALEC)	991.20		
Insurance (Reid Hamilton)	1,612.48		
Fire check (castle Fire)	48.36		
OSG Land Registry fee	30.00		
Cleaner (12 months @ £20)	240.00		
Aqua Bright gutter cleaning	144.00		
C. Grieve TABLES	100.00		
J. Hamlett COVID HYGIENE	31.98		
<b>Total</b>			
Income	5,254.95	0.00	5,254.95
Expenditure	3,198.02	0.00	3,198.02
Income over Expenditure	2,056.93	0.00	2,056.93
Brought Forward	46,722.97	124.50	46,847.47
Carried Forward	48,779.90	124.50	48,904.40
as :-			
Current Account (NatWest)			19,423.77
Savings Account (NS&I)			29,480.63
			48,904.40

**Notes**      GPC again contributed £400 for villagers' use of the OSR last year