

# SHIPTON READING ROOM

England & Wales · Charity number 1187145

## Details

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**Other names** SHIPTON OLIFFE READING ROOM

**Status** Registered

**Legal form** CIO

**Registered** 2019-12-24

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Mulberry Barn  
Shipton Oliffe  
Cheltenham  
Gloucestershire  
GL54 4HZ

**Phone** 07799522233

**Email** [originsteve@hotmail.com](mailto:originsteve@hotmail.com)

## Activities

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**Objects:** 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 SHIPTON (SHIPTON OLIFFE, SHIPTON SOLERS AND HAMPEN) 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.

**Activities:** tbd

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation

## Geography

- Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£18,187	£13,193	-	-
2024-12-31	£15,375	£15,791	-	-
2023-12-31	£15,411	£21,579	-	-
2022-12-31	£14,896	£11,084	-	-
2021-12-31	£385,402	£362,839	-	-

## Trustees

Name	Role	Appointed
<b>Stephen Charles Cooke</b>	Chair	2018-01-22
Claire Elizabeth Gibbs		2025-05-21
David Charles Hellens		2023-06-07
Edward John Hughes		2024-08-01
John Andrew Harding		2024-08-01
Pamela Logan Todd		2023-01-19
Peter Sean Merheim-Kealy		2019-07-29

**SHIPTON READING ROOM**

England & Wales - Charity number 1187145

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# Accounts

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**SHIPTON READING ROOM (CIO)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2025**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**LIST OF CONTENTS**

---

	<b>Page</b>
Legal and Administrative Information	<b>1</b>
Report of the Trustees	<b>2 to 4</b>
Statement of Financial Activities	<b>5</b>
Balance Sheet as of 31st December 2025	<b>6</b>

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke (Chair)  
Mr J Harding  
Mr D Hellens  
Mr E Hughes  
Mr P Kealy  
Mrs Claire Gibbs (Treasurer)  
Ms P Todd

**Charity Number**

1187145

**Principal Address**

Sipton Reading Room  
Sipton Oliffe  
Cheltenham  
GL54 4JQ

# SHIPTON READING ROOM YEAR ENDED 31 DECEMBER 2025

## REPORT OF THE TRUSTEES

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The Trustees present their report and accounts for the year ended 31st December 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Structure, governance and management**

Shipton Reading Room is a Charitable Incorporated Organisation (CIO) incorporated on 24th December 2019.

The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke

Mr J Harding

Mr D Hellens

Mr E Hughes

Mr P Kealy

Mr P Morgan

Mr S Smith

Ms P Todd

Mrs C Gibbs

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

### **Objectives and activities**

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 Shipton (Shipton Oliffe, Shipton Solers and Hampen) 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 have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees raised income through the rental of the hall as set out in the notes to the accounts.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**REPORT OF THE TRUSTEES (CONTINUED)**

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***The Charity's performance during the year***

**Operations**

This year saw the appointment of one new Trustee (Claire Gibbs) as Treasurer to replace the retiring Treasurer (Steve Smith). We wish to formally thank and recognise the enormous contribution made by Steve during his tenure as Treasurer. A second Trustee (Pete Morgan) also resigned during the year.

Income raised solely from Room Hire increased significantly compared to last year (£5,067 versus £4,045). Forecasting the level of Room Hire is difficult as it is dependent upon many factors; however, we are seeing a general uptick in bookings as our reputation as a high quality, VFM venue appears to be spreading, largely by word of mouth

The annual village fete (Shipfest) and the Christmas Tractor Drive were, again, very successful community events centred around the Reading Room and important contributions to our income stream.

The monthly Coffee Stops and Pop-up-Pub nights continue to be popular and provide us with a regular income.

Regular groups (yoga, Pilates, karate, quilters, knitwits, Church and Art) continue and during the year we have added one additional yoga session as a regular hire.

**Finance**

The detailed financial position of the Charity is as shown in the financial statements.

The year was very successful financially; a determined effort was made to limit expenditure following significant expenditure on equipment in the previous year.

Receipts were more than budgeted and overall the result was an operating profit of £4,994 (£3,552 more than budgeted)

**Infrastructure**

The Hob had to be replaced after developing an electrical fault, costing £280  
A picture hanging system to allow art to be displayed was installed along one wall.  
There were no other significant infrastructure issues during the year

**Risk Management**

The Trustees have assessed the major risks to which the Charity is exposed in running the facility. We are satisfied that systems are in place to manage and mitigate exposure to the risks identified.

**Conclusion**

This year we made a determined effort to minimise expenditure on equipment and maintenance following significant expenditure in 2024. This, plus underspends on events and sundries, resulted in expenditure coming in at £1,200 under budgeted levels.

Receipts were higher than budgeted due largely to additional levels of room hire, increased takings from events and interest receipts. Overall, the result was an operating profit of £4,967; which balances the small deficit made in 2024.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

Income for the year was £18,187 (including interest earned), which was an 18% increase on the previous year. Room hire contributed £5,068. The Trustees ran a number of fundraising events for the hall during the year and this raised £6,957 net of costs. This was £1,650 higher than the £5,307 raised last year.

Three of the villagers held their birthday parties at the Reading Rooms and used our bar which contributed significantly to income.

Furthermore, Shipfest (village summer fete) and the Tractor Parade (Christmas) were well supported by villagers which both generated income for the Reading Room and allowed us to support other fundraising causes.

General room hire requests were up as satisfied users of the hall recommended us to others.

Expenditure for the year was £13,193 which was £2,598 less than last year

The main reason for the decrease in expenditure is that we spent significantly less on equipment in 2025.

Maintenance costs were also lower than in 2024.

The bank balance increased between 2025 and 2024 by £4,994 making the bank balance at the end of 2025 £30,769 compared to £25,774 at the end of 2024.

The balance sheet increased by £5,616 from £25,443 to £31,059. As well as the cash in the bank we hold £498 in bar stock. We have liabilities of £207 for the Art Club who plan to use it in 2026 to host an event.

The Trustees agreed to hold a reserve of £10,000 to cover approximately 12 months of operational costs. The remaining £20,769 will be held to create a reserve for future capital expenditure and renovation works. Any surplus in future years will be added to this reserve to ensure the Charity has sufficient funds should significant repairs be required in the future.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	Total 2,025 £	Total 2,024 £
<b>Income</b>		
Room Hire	5,068	3,939
Events and Fundraising	12,555	11,021
Misc. income	99	20
Interest	348	247
Donations	118	148
	<b>18,187</b>	<b>15,375</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	1,586	1,189
Electricity	2,648	2,623
Water	118	96
Insurance	829	781
Licences and certification	576	474
Equipment	842	2,252
Sundries	178	593
Internet	389	474
Costs of fundraising	5,598	5,714
Refunds	44	-
Maintenance	385	1,594
<b>Operational Expenses</b>	<b>13,193</b>	<b>15,791</b>
<b>Net income</b>	<b>4,994</b>	<b>(416)</b>
Final construction payment	0	0
<b>Total Operational Expenses</b>	<b>13,193</b>	<b>15,791</b>
<b>Net incoming resources available</b>	<b>4,994</b>	<b>(416)</b>

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2025**

**BALANCE SHEET AS AT 31 DECEMBER 2025**

	2025 £	2024 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost (Note 1)	0.00	0.00
<b>Current Assets</b>		
Cash in hand and at bank	30,769	25,774
Stock	498	650
<b>Total Assets</b>	<b>31,267</b>	<b>26,424</b>
<b>Current Liabilities</b>		
Art club	(207)	(233)
Unpaid expenses		(748)
<b>Total Liabilities</b>	<b>(207)</b>	<b>(981)</b>
<b>Movement in cash</b>	4,994	(416)
<b>TOTAL NET ASSETS</b>	<b>31,059</b>	<b>25,443</b>
<b>Represented by</b>		
Capital and retained surplus		31,059

*Note 1 The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 12 Mar 26



Mr S Cooke  
Chair and Trustee

**SHIPTON READING ROOM**

England & Wales - Charity number 1187145

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# Accounts

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**SHIPTON READING ROOM (CIO)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**LIST OF CONTENTS**

---

	<b>Page</b>
Legal and Administrative Information	<b>1</b>
Report of the Trustees	<b>2 to 5</b>
Statement of Financial Activities	<b>6</b>
Balance Sheet as of 31st December 2022	<b>7</b>

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke (Chair)  
Mr J Harding (appointed 1st August 2024)  
Mr D Hellens  
Mr E Hughes (appointed 1st August 2024)  
Mr P Kealy  
Mr P Morgan (appointed 1st August 2024)  
Mr S Smith (Treasurer)  
Ms J Spiller (resigned 13th June 2024)  
Ms P Todd

**Charity Number**

1187145

**Principal Address**

Shipton Reading Room  
Shipton Oliffe  
Cheltenham  
GL54 4JQ

# SHIPTON READING ROOM YEAR ENDED 31 DECEMBER 2024

## REPORT OF THE TRUSTEES

---

The Trustees present their report and accounts for the year ended 31st December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Structure, governance and management**

Shipton Reading Room is a Charitable Incorporated Organisation (CIO) incorporated on 24th December 2019.

The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke  
Mr J Harding  
Mr D Hellens  
Mr E Hughes  
Mr P Kealy  
Mr P Morgan  
Mr S Smith  
Ms J Spiller  
Ms P Todd

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

### **Objectives and activities**

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 Shipton (Shipton Oliffe, Shipton Solers and Hampen) 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 have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees applied for grant funding and raised income through the rental of the hall as set out in the notes to the accounts.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**REPORT OF THE TRUSTEES (CONTINUED)**

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*The Charity's performance during the year*

**Operations**

This year saw the appointment of three new Trustees (John Harding, Ed Hughes, Peter Morgan) and the resignation of Jayne Spiller. We wish to formally thank and recognise the contribution made by Jayne during her tenure as a Trustee, particularly her organisation of many social events.

Income raised solely from Room Hire was very similar this year (£3,939) to last year (£4,045 (including the monies from grant hire)).

The annual village fete (Shipfest) and the Christmas Tractor Drive were, again, very successful community events centred around the Reading Room and important contributions to our income stream.

The monthly Coffee Stops and Pop-up-Pub nights continue to be popular and provide us with a regular income. Unfortunately, we have cancelled the Film Nights owing to limited and decline numbers attending. However, a small Art Group has started in the Village and are now a regular, weekly hirer.

Other regular groups (yoga, Pilates, karate, quilters, knitwits and Church) continue and during the year we have added two additional yoga sessions which we hope will become regular hirers.

**Finance**

The detailed financial position of the Charity is as shown in the financial statements.

This year we will take forward a deficit of £416 and our bank balance will reduce by this amount to £25,774. This is due primarily to the Trustees deciding in year to authorise a number of one-off expenditures on infrastructure and equipment (details below). These spends were authorised by the Trustees in committee in the knowledge that they would adversely affect our in-year income/expenditure and may reduce our operational reserve. However, it was felt that the infrastructure spends were essential and that the equipment would facilitate the Coffee Stops and PUPs; our two regular income streams. The budget was also affected by an increase in cleaning costs from £16/hr to £25/hr. However, we were unable to find a replacement cleaner for the 1 hr/week that we require without paying the increased sum.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Infrastructure**

The staining on the skirting boards has been monitored and has not deteriorated, We will continue to monitor.

The remote heating controls have been updated and are now working as they should.

The audible alarm for the disabled toilet has been repositioned from the foyer to within the Main Hall as it was observed that it could not be heard from within the main hall when it was in use.

A number of loose stones have been repositioned and repointed along the bottom of the exterior rear wall.

After 3 years of use, a working party of Trustees and Villagers have repainted the interior walls of the main hall,

One-Off Infrastructure and Equipment Purchases totalling £3,384:

- Installation of extra sockets in Kitchen for additional fridge and bar counter (£477)
- Purchase of canvasses for Photo Completion for Wall Decoration (£358)
- Purchase of additional small Fridge for hirer use (£129)
- Purchase of full size Fridge for bar stock (£429)
- Purchase of freezer for Coffee Stop stock (£632)
- Purchase of Xpresso Coffee Machine for Coffee Stop (£400)
- Moving disabled toilet alarm into main Hall (£510)
- Repair of exterior rear wall, stone replacing and repointing (£350)

**Risk Management**

The Trustees have assessed the major risks to which the Charity is exposed in running the facility. We are satisfied that systems are in place to manage and mitigate exposure to the risks identified.

**Conclusion**

This year we have incurred a lot of expenses on equipment that will facilitate the running of our various functions and are therefore an investment in the future. Without these costs we would have made an operating surplus of £2,239 which would have been in line with our intent to make a small profit of between £2000 - £3000 per annum.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

Income for the year was £15,375 (including interest earned), which was almost the same as the previous year. Room hire contributed £3,939. The Trustees ran a number of fundraising events for the hall during the year and this raised £5,307 net of costs, lower than the £6,223 raised last year.

Expenditure for the year was £15,791. In addition, due to a delay in submission of expenses from a member of the team, there were £748 of unpaid expenses for cleaning (labour), consumables, and equipment and fundraising costs. Octopus Energy also invoiced us £728 in January for electricity costs from October 1st to December 31st. As both amounts were not paid before the year end they are included as liabilities in the balance sheet. Taking these into account the expenditure during the year would have been £17,267. Total expenditure was £3,272 higher than last year (£4,748 with the additional unpaid expenses and energy bill). This increase in spend was mainly due to investments in new equipment (approved during the year by trustees) and maintenance of the building.

The bank balance decreased between 2024 and 2023 by £416 as a result of these investments making the bank balance at the end of 2024 £25,774 compared to £26,191 at the end of 2023.

The balance sheet decreased by £1,476 from £26,191 to £24,715. As well as the cash in the bank we hold £650 in bar stock. We have liabilities of £233 for the Art Club who plan to use it in 2025 to host an event and £748 for unpaid expenses.

The Trustees agreed to hold a reserve of £10,000 to cover approximately 12 months of operational costs. The remaining £15,774 will be held to create a reserve for future capital expenditure and renovation works. Any surplus in future years will be added to this reserve to ensure the Charity has sufficient funds should significant repairs be required in the future.

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2024**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	Total 2024 £	Total 2023 £
<b>Income</b>		
Room Hire	3,939	3,145
Events and Fundraising	11,021	11,974
Misc. income	20	38
Interest	247	88
Donations	148	166
	<b>15,375</b>	<b>15,411</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	1,189	795
Electricity	2,623	2,010
Water	96	57
Insurance	781	745
Licences and certification	474	488
Equipment	2,252	131
Sundries	593	1,015
Internet	474	522
Costs of fundraising	5,714	5,751
Refunds	0	8
Maintenance	1,594	998
<b>Operational Expenses</b>	<b>15,791</b>	<b>12,519</b>
<b>Net income</b>	<b>-416</b>	<b>2,891</b>
Final construction payment	0	9,060
<b>Total Operational Expenses</b>	<b>15,791</b>	<b>21,579</b>
<b>Net incoming resources available</b>	<b>-416</b>	<b>-6,169</b>


**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2024**

**BALANCE SHEET AS AT 31 DECEMBER 2024**

	2024 £	2023 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost <span style="float: right;"><i>(Note 1)</i></span>	0.00	0.00
<b>Current Assets</b>		
Cash in hand and at bank	25,774	26,191
Stock	650	0
<b>Total Assets</b>	<b>26,424</b>	<b>26,191</b>
<b>Current Liabilities</b>		
Art club	(233)	0.00
Unpaid expenses	(748)	
Utility bill	(728)	
<b>Total Liabilities</b>	<b>(1,709)</b>	<b>0.00</b>
<b>Movement in cash</b>	-416	-6,169
 <b>TOTAL NET ASSETS</b>	<b>24,715</b>	<b>26,191</b>

*Note 1 The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 25th January 2025



Mr S Cooke  
Chair and Trustee

*25 Jan 25*

**SHIPTON READING ROOM**

England & Wales - Charity number 1187145

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# Accounts

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**SHIPTON READING ROOM (CIO)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2023**

**LIST OF CONTENTS**

---

	<b>Page</b>
Legal and Administrative Information	1
Report of the Trustees	2 to 4
Statement of Financial Activities	5
Balance Sheet as of 31st December 2022	6

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2023**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke (Chair from 7th June 2023)  
Mr D Hellens (from 9th May 2023)  
Mr P Kealy  
Mrs S Merheim-Kealy (from 29th June 2023)  
Ms S Livesey (Chair and trustee until 7th June 2023)  
Mr S Smith (Treasurer)  
Ms J Spiller  
Ms P Todd (from 19th January 2023)

**Charity Number**

1187145

**Principal Address**

Shipton Reading Room  
Shipton Oliffe  
Cheltenham  
GL54 4JQ

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2023**

**REPORT OF THE TRUSTEES**

---

The Trustees present their report and accounts for the year ended 31st December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

**Structure, governance and management**

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The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke  
Mr D Hellens  
Mr P Kealy  
Mrs S Merheim-Kealy  
Ms S Livesey  
Mr S Smith  
Ms J Spiller  
Ms P Todd

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

**Objectives and activities**

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 Shipton (Shipton Oliffe, Shipton Solers and Hampen) 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 have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees applied for grant funding and raised income through the rental of the hall as set out in the notes to the accounts.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2023**

**REPORT OF THE TRUSTEES (CONTINUED)**

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*The Charity's performance during the year*

**Operations**

This year saw the resignation of our long-standing Chair (Susan Livesey), she leaves with our extensive thanks for all her hard and successful work on behalf of the Reading Room. A further Trustee (Gilly Fotts) also resigned and we thank her for her contribution to organising many social events. A new Chair was appointed (Stephen Cooke) and we welcomed Pamela Todd, David Hellens and Sarah Merheim-Kealy as Trustees.

Hall usage has continued to increase beyond 2022 usage.

There have been several very successful community events such as the Kings Coronation and the annual village fete ('Shipfest'), once again centred upon the Reading Room.

The monthly Saturday coffee morning has now operated for 20 consecutive months and proves to be consistently popular, likewise the monthly Pop-up-Pub evening. These two events, together with room hire, are our main sources of income that enable the Charity to be financially stable. Although the monthly Film Night is less well attended, we currently plan to continue this event as a benefit to those few in the community who are using it.

Unfortunately, we have had to postpone the 'Toddlers group' owing to a lack of take up. Regular groups such as yoga, Pilates and quilters continue to run.

**Finance**

The Build Back Better Grant from Gloucestershire County Council has now all been allocated but thankfully all users who were in receipt of the Grant monies have continued their use of the Hall (except for the Toddlers Group).

The detailed financial position of the Charity is as shown in the Financial Statements. Suffice to say, we believe that we have a sound annual budget and contingency reserve, despite our expenditure on our largest running cost (electricity) increasing by 48% between 2022 and 2023 due to increased unit costs and increased usage.

Final payment for the renovation project has been made and the project is now fully completed.

We intend to continue to allocate monies to the contingency fund in order to provide for capital works in the longer term.

**Infrastructure**

The post renovation 12-month defect list was fully completed to our satisfaction by the Contractor on 30th March 2023. One item will continue to be monitored (staining on skirting boards in storeroom and one corner of the main hall). Should this deteriorate further we can call contractors back under the 10-year guarantee. This has been brought to their attention in writing.

One part of the functionality of the remote heating controls (adaptive start) is still currently malfunctioning and we are trying hard with the manufacturer to get this issue rectified soonest.

**Risk Management**

The Trustees have assessed the major risks to which the Charity is exposed in running the facility and these have been independently reviewed by a local resident with experience in this area. We are satisfied that systems are in place to manage and mitigate exposure to the risks identified.

**Conclusion**

We are very grateful to the individuals who are volunteering to organize and run classes and events. Without their efforts the Hall would be without purpose; as it stands now we have a thriving local facility.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2023**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

Income for the year was £15,411, Room hire contributed £3,145. The Trustees ran a number of fundraising events for the hall during the year and this raised £6,223 net of costs.

Expenditure for the year was £21,579. There was one one-off cost which was the final instalment due to Snape of £9,060. Excluding the payment to Snape costs were £12,519. This was slightly higher than 2022 and was mainly as a result of increased fundraising costs and electricity costs, reflecting the increased usage.

Due to the one off payment to Snape the bank balance decreased between 2023 and 2022 by £6,169, making the bank balance at the end of 2023 £26,191 compared to £32,359 at the end of 2022.

It should be noted that room hire income would have been £5,175 when the free hire from the 'build back better' grant was included.

The Trustees agreed to hold a reserve of £10,000 to cover approximately 12 months of operational costs. The remaining £16,191 will be held to create a reserve for future capital expenditure and renovation works. Any surplus in future years will be added to this reserve to ensure the Charity has sufficient funds should significant repairs be required in the future.

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2023**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	Total 2023 £	Total 2022 £
<b>Income</b>		
Room Hire <i>(Note 1)</i>	3,145	3,175
Grants (restricted)	0	4,500
Events and Fundraising	11,974	6,898
Misc. income	38	120
Interest	88	168
Donations	166	35
	<b>15,411</b>	<b>14,896</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	795	702
Electricity	2,010	1,359
Water	57	82
Insurance	745	707
Licences and certification	488	576
Administration	0	3
Equipment	131	2,017
Sundries	1,015	590
Internet	522	458
Costs of fundraising	5,751	4,300
Refunds	8	0
Maintenance	998	289
<b>Operational Expenses</b>	<b>12,519</b>	<b>11,084</b>
<b>Net income</b>	<b>2,891</b>	<b>3,813</b>
Final construction payment	9,060	0
<b>Total Operational Expenses</b>	<b>21,579</b>	<b>22,554</b>
<b>Net incoming resources available</b>	<b>-6,169</b>	<b>-21,194</b>

**Note 1:** The remaining £2,030 from the 'build back better' grant of £3,000 was used to subsidise bookings in 2023. Thus the true bookings income would have been higher at £5,175

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2023**

**BALANCE SHEET AS AT 31 DECEMBER 2023**

	2023 £	2022 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost <i>(Note 1)</i>	0.00	0.00
 <b>Current Assets</b>		
Cash in hand and at bank	26,191	32,359
Movement in cash	6,169	
<b>Current Liabilities</b>		
Build back better grant	0.00	(2,030)
Snape Contracting	0.00	(9,060)
	26,191	21,269
<b>TOTAL NET ASSETS</b>	26,191	21,269
 <b>Represented by</b>		
Capital and retained surplus	26,191	21,269

*Note 1    The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 22nd February 2024



Mr S Cooke  
Chair and Trustee

**SHIPTON READING ROOM**

England & Wales - Charity number 1187145

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# Accounts

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**SHIPTON READING ROOM (CIO)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2022**

**LIST OF CONTENTS**

---

	<b>Page</b>
Legal and Administrative Information	<b>1</b>
Report of the Trustees	<b>2 to 4</b>
Statement of Financial Activities	<b>5</b>
Balance Sheet as of 31st December 2022	<b>6</b>

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2022**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke  
Mr P Kealy  
Ms S Livesey (Chair)  
Ms G Potts  
Mr S Smith (Secretary)  
Ms J Spiller

**Charity Number**

1187145

**Principal Address**

Sipton Reading Room  
Sipton Oliffe  
Cheltenham  
GL54 4JQ

# SHIPTON READING ROOM YEAR ENDED 31 DECEMBER 2022

## REPORT OF THE TRUSTEES

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The Trustees present their report and accounts for the year ended 31st December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Structure, governance and management**

Shipton Reading Room is a Charitable Incorporated Organisation (CIO) incorporated on 24th December 2019.

The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke

Mr P Kealy

Ms S Livesey (Chair)

Ms G Potts

Mr S Smith (Secretary)

Ms J Spiller

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

### **Objectives and activities**

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 Shipton (Shipton Oliffe, Shipton Solers and Hampen) 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 have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees applied for grant funding and raised income through the rental of the hall as set out in the notes to the accounts. The Trustees also managed a major renovation of the Reading Room.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2022**

**REPORT OF THE TRUSTEES (CONTINUED)**

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***The Charity's performance during the year***

The year started slowly because of Covid-19 restrictions still being in place, making socialising more difficult and demand for the hall low. As restrictions were relaxed and confidence increased hall usage also increased.

We started the year with the resignation of there long serving trustees (Binna Robinson, Hugh Thornton, Carole Walsh) and we thank them for their dedicated time and service. We also welcomed three new trustees (Gilly Potts, Steve Smith and Jayne Spiller).

During the year we applied for and were granted a premises licence. This makes administration of social events easier and has allowed more frequent impromptu community events.

There have been a number of very successful social events including Fish and Chips, Quiz, Pizza Nights. Wine Tasting and Local Band night. The Platinum Jubilee was held at the hall and the annual village fete was again hosted at the Reading Room after a two-year absence. In May a new monthly Saturday coffee morning started and has been a very successful community event.

The use of the Reading Room for private family occasions also increased during the year.

We also applied for, and received, a Build Back Better grant from Gloucestershire County Council of £3000 in late summer – this is to be used to cover the hire of the hall for events that can help bring communities together post pandemic and many events have happened in the latter part of this year because of this grant.

At the end of our first full year opened after our major renovation and extension of the building we have a thriving Village Hall.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2022**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

Income for the year was £14,896. Two grants were included in the income. The first grant was the final instalment of CDC's Community Project Fund for the renovation project. The second grant was for £3,000 from the Councillor Scheme to 'build back better' and is being used to subsidise the booking costs of the hall for community events. The Trustees ran a number of fundraising events for the hall during the year and this raised £2,598.

Expenditure for the year was £11,084. There were a number of one-off costs that will not recur in future years. This included costs of advertising in order to obtain a premises licence and the purchase of items to furnish the hall and equip the kitchen. Electricity costs were higher than the previous year, which in part was due to the higher energy costs and also because of the significant increase in the usage of the hall.

We will be taking a surplus of £3,813 into 2023. The bank balance at the end of the year was £32,359. However, it should be noted that we still owe Snape Construction £9,060 as the amount retained pending completion of the snagging issues.

The Trustees agreed to hold a reserve of £10,000 to cover approximately 12 months costs of running the hall.

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2022**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>Income</b>		
Room Hire <i>(Note 1)</i>	3,175	463
Grants (restricted)	4,500	103,518
Public Works Loan	0	280,000
Events and Fundraising	6,898	335
Misc. income	120	34
Interest	168	0
Refunds	0	803
Donations	35	249
	<b>14,896</b>	<b>385,402</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	702	180
Electricity	1,359	321
Water	82	34
Insurance	707	1,269
Licences and certification	576	0
Administration	3	0
Equipment	2,017	0
Sundries	590	196
Internet	458	82
Costs of fundraising	4,300	101
Architect fees	0	1,572
Maintenance	289	0
Preparatory building works	0	1,010
Construction and materials	0	358,073
<b>Total Operational Expenses</b>	<b>11,084</b>	<b>362,840</b>
<b>Net incoming resources available</b>	<b>3,813</b>	<b>22,562</b>

**Note 1:** £970 from the 'build back better' grant of £3,000 was used to subsidise bookings in 2022. Thus the true bookings income would have been higher at £4,145

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2022**

**BALANCE SHEET AS AT 31 DECEMBER 2022**

	2022 £	2021 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost <i>(Note 1)</i>	0.00	0.00
 <b>Current Assets</b>		
Cash in hand and at bank	32,359	28,546
<b>Current Liabilities</b>		
Build back better grant	(2,030)	
Snape Contracting	(9,060)	0.00
	21,269	28,546
<b>TOTAL NET ASSETS</b>	<u>21,269</u>	<u>28,546</u>
 <b>Represented by</b>		
Capital and retained surplus	21,269	28,546

*Note 1 The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 31st January 2023

  
 Ms S J Livesey  
 Chair and Trustee

**SHIPTON READING ROOM**

England & Wales - Charity number 1187145

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# Accounts

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**Shipton Reading Room CIO**  
**TRUSTEES' REPORT AND AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**LIST OF CONTENTS**

---

	<b>Page</b>
Legal and Administrative Information	<b>1</b>
Report of the Trustees	<b>2 to 4</b>
Independent Examiner's Report to the Trustees	<b>5</b>
Statement of Financial Activities	<b>6</b>
Balance Sheet as of 31st December 2021	<b>7</b>

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2020**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke  
Mr P Kealy  
Ms S Livesey (Chair)  
Ms G Potts  
Mr S Smith  
Ms J Spiller

**Charity Number**

1187145

**Principal Address**

Shipton Reading Room  
Shipton Oliffe  
Cheltenham  
GL54 4JQ

**Independent Examiner**

Mr Steve Harry Roberts

# SHIPTON READING ROOM YEAR ENDED 31 DECEMBER 2021

## REPORT OF THE TRUSTEES

---

The Trustees present their report and accounts for the year ended 31st December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Structure, governance and management**

Shipton Reading Room is a Charitable Incorporated Organisation (CIO) incorporated on 24th December 2019.

The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke  
Mr P Kealy  
Ms S Livesey (Chair)  
Mrs C Robinson  
Mr H Thurbon  
Mrs C Walsh

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

### **Objectives and activities**

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 Shipton (Shipton Oliffe, Shipton Solers and Hampen) 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 have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees applied for grant funding and raised income through the rental of the hall as set out in the notes to the accounts. The Trustees also managed a major renovation of the Reading Room.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**REPORT OF THE TRUSTEES (CONTINUED)**

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*The Charity's performance during the year*

The Reading Room was out of action for the majority of the year in part due to Covid, but mainly because we commenced our major Renovation and Extension Project. This commenced on the 8th March and the contract completed on the 12th October. The trustees had some initial work to do to enable the building for public use and we reopened on the 26th October. The project had been somewhat delayed due to the construction shortages and the impact of Covid but the project was completed within budget and to a very high standard.

We now have a much improved, modern and welcoming facility which will serve the community for many decades to come and has been very much welcomed by residents.

Bookings for the renovated Reading Room were looking good with the festive season up and coming but unfortunately due to the Omicron Covid outbreak, many bookings were cancelled.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

The majority of the Income and expenditure for the year relates to the Renovation and Extension Project. Income came in the form of grants drawn down and the Public Works Loan (PWL) monies gifted by Shipton Parish Council.

We also applied for, and received, Covid related impact grants totalling £10,096. Income from bookings was significantly lower than previous years due to the premises being out of use and the impact of Covid.

On the 31st of December 2020 the first £170,000 of a Public Works Loan was received from the Parish Council. It should be noted that this money only went into the bank accounts on 31st December 2020 and was not shown as income in the 2020 accounts. It does of course, appear as part of the income in 2021 along with the other Public Works Loan received in 2021.

Now that the finances have settled back to the normal pattern of income and expenditure related to the running of the hall, the Trustees will determine a policy of holding reserves.

The Trustees consider the finances of the Charity to be satisfactory.

On behalf of the board of Trustees



Ms S Livesey  
Chair and Trustee  
Dated:

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Shipton Reading Room**

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I report on the accounts of the Shipton Reading Room for the year ended 31st December 2021, which are set out on pages 6 and 7.

**Respective responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's trustees consider that an independent audit is required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the General Directions given by The Charity Commission under section 145(5) (b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention :

(a) which gives me reasonable cause to believe that in any material respect the requirements :

- (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
- (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

INSERT NAME

Signed:



STEPHEN HARRY ROBERTS  
(retired accountant)

Dated:

4/8/22

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2021**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income</b>		
Room Hire	£463.00	£355.00
Grants (restricted)	£103,518.00	£0.00
Public Works Loan	£280,000.00	
Events and Fundraising	£335.12	£123.38
Misc. income	£33.80	£0.00
Refunds	£803.36	<b>£0.00</b>
Donations	£248.94	£0.00
	<b>£385,402.22</b>	<b>£478.38</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	£180.36	£104.00
Electricity	£321.29	£522.86
Water	£34.48	£60.00
Insurance	£1,268.87	£739.20
Licences and certification		£113.64
Administration		£7.40
Sundries	£196.35	£0.00
Internet	£81.97	£0.00
Refunds		£60.00
Costs of fundraising	£100.80	£0.00
Architect fees	£1,572.00	£1,034.00
Legal costs		£1,406.00
Preparatory building works	£1,010.40	£2,760.00
Construction and materials	£358,073.45	£0.00
<b>Total Operational Expenses</b>	<b>£362,839.97</b>	<b>£6,807.10</b>
<b>Net incoming resources available</b>	<b>£22,562.25</b>	<b>-£6,328.72</b>


**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**BALANCE SHEET AS AT 31 December 2021**

	2021 £	2020 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost <i>(Note 1)</i>	0.00	0.00
 <b>Current Assets</b>		
Cash in hand and at bank	28,546	5,984
<b>Current Liabilities</b>		
	0.00	0.00
<b>TOTAL NET ASSETS</b>	28,546	5,984
 <b>Represented by</b>		
Capital and retained surplus	28,546	5984

*Note 1    The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 4th August 2022

  
 Ms S J Livesey  
 Chair and Trustee