



ANNUAL REPORT

2021

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1. LEGAL AND ADMINISTRATIVE INFORMATION

Castleside Village Hall is a Charitable Incorporated Organisation (CIO) and registered with the Charity Commission for England and Wales. Registration number is 1191521.

This report will consider our activities and important administrative information from 28th September 2020 up until the financial year end to 31 December 2021.

Trustee Board – Confirmed as of 30 October 2022

Mel Metcalf (Chair)

Jacqueline Madge (Secretary)

Marion Wotherspoon (Treasurer)

Public Benefit Statement

The Trustees consider that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Day to Day Responsibility

The Secretary of the charity is delegated full day to day responsibility.

The Principal Office

Castleside Village Hall Drover Road Castleside Consett Co Durham DH8 9RE

Relevant Organisations

Lloyds Bank PLC - Registered office: 25 Gresham Street, London EC2V 7HN

Ansvar Insurance - Registered office: Benefact House, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

2. TRUSTEES REPORT

The Trustees present their annual report together with the financial statement for the year ending 31 December 2021.

The provisions of the Statement of Recommended Practice (SORP) issued in March 2005. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory 3 requirement, the requirement of the charity's governing document.

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution: The Charity is registered with the Charity Commission for England and Wales and is managed and administered in accordance with the charity's constitution by the Trustees duly adopted on the 28th of September 2020.

Appointment of charity Trustees: Apart from the first charity Trustees every Trustee must be appointed by resolution passed at a properly convened meeting of the charity Trustees. In selecting individuals for appointment as charity Trustees, the charity Trustees always have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Castleside Village Hall has non-elected event steering groups: We Co-opt people from the community supporting our aims and objectives.

Health and Safety Group: We consult with and co-opt people from the community who have specific expertise/interest to assist in the assessment and management of risk for the hall and for events taking place at the hall.

Policies: Are adopted for the induction and training of Trustees and we have access to the National Council for Voluntary Organisations and Charity Commission websites and Trustees are encouraged to review documents around 'good governance' as well as other learning opportunities both internal and external to ensure they have the knowledge, experience and skills expected of their role.

Decision making: Castleside Village Hall is administered by a board of Trustees who meet quarterly. Delegated authority within the constitutional governing document is given for the day-to-day decisions and general operations to the Secretary with all and any financial transactions to be authorised by the Treasurer of the charity.

Risk management: The major risks facing the charity have been reviewed and systems or procedures have been established to manage those risks which include the task of monitoring the charity's financial control systems.

4. BACKGROUND AND HISTORY

Castleside Village Hall CIO was founded back in 2020 by Karen Hudson (deceased) Jacqueline Madge, Marion Wotherspoon and Mel Metcalf following consultation around making the legal status of the charity relevant for the modern day, reducing Trustee financial risks and able to withstand the pressures of managing a community funded facility. Following its formation, sadly Karen Hudson passed away unexpectedly and we must recognise here her inspirational role in securing the future of the Village Hall for generations to come. She is greatly missed but will always be remembered through our records and archives, that she selflessly helped organise, and make available for others to share as part of village history.

Castleside Village Hall CIO (formally Castleside and District Community Association) aims is to further or benefit the residents of Castleside village and the surrounding area to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the overall objective of improving the conditions of life for the residents.

Trustees aim to secure further the establishment of the village hall and to maintain or manage or co-operate with any statutory authority in the maintenance and management of the facility for activities promoted by the charity.

5. OUR MISSION STATEMENT

‘Working in partnership with residents, voluntary, community and social enterprise groups to ensure Castleside Village Hall continues to be at the heart of our community’.

6. OUR VALUES

Values are important to us:

We will work to keep the village hall relevant for village needs.

We will work to strengthen our impact in the community.

We will work to provide activities and invite groups to use the village hall to benefit residents.

We will work to empower our community and always put them at the centre of what we do, going that extra mile to achieve our aims.

We will work to always respect and acknowledge all people are individuals and recognise everyone’s unique qualities, abilities and experiences and we will strive to pursue equality in everything we do.

We will always believe and be proud of what we can achieve by providing outstanding services to our community to the best of our ability.

These are the values that will make a difference by offering new and creative platforms for residents in and around Castleside.

7. PURPOSE, AIMS AND OBJECTIVES

We review our aims, objectives and what we do each year. This review looks at what we have achieved and the outcomes of our work in the previous year. The review evaluates the success of the activities we have provided and the benefits they have brought to the people or services we have supported.

The review also helps us to ensure that our aims, objectives and projects remain focused on our stated purposes. We have referred to guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and when planning our future project delivery. In particular, the Trustees consider how planned projects will contribute to the aims and objectives they have set.

Covid-19 hit us hard as a charity at the beginning of 2020 and we will strive to recover from its negative effects going forward.

Our focus for the year continued to be the promotion of groups and the services the village hall can provide to our community. We continued providing and enhancing the community space including a refurbishment of the upstairs meeting room, the replacement of the old boiler to a new efficient heating system and improvement to the outside area including the park.

The strategies we used included promoting the facilities which are reflective of relevant quality standards, we challenged groups to deliver better activities, we focussed upon raising awareness of the village hall to the wider community and we provided training to Trustees and residents.

Our funding limits the activities we can provide but we continue to offer what we can and that is prioritised according to the needs and wishes of the residents of Castleside who guide our charity aims through steering groups.

All our groups and our facilities to hire are provided as fully inclusive and equal access to all our groups and hirers and is an important issue for us. We believe that equal access to our hall and events is vital to our success and will only charge a minimum to cover costs.

The objects of the CIO are:

(1) To further or benefit the residents of Castleside village and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the Trustees shall have power.

(2) To establish or secure the establishment of a community centre/village hall and to maintain or manage or co-operate with any statutory authority in the maintenance and management of the facility for activities promoted by the charity in furtherance of the above objects.

8. REVIEW OF THE REPORTING YEAR AND ACTIVITIES

During this reporting period, Covid-19 played a large part in how we safely planned our activities and many were restricted or postponed ensuring the safety of our most vulnerable residents in and around Castleside.

9. PLANS AND PRIORITIES FOR THE FUTURE

Castleside Village Hall plans and priorities for the coming year.

- a) Continue to manage and embed the work of Castleside Village Hall including bringing back activities such as; Craft group, tea dance, PC meetings, Bowling

Group, Sewing Bee, Yoga, WI and other activities to engage with the community like Halloween parties, treasure hunts, Christmas parties and Easter egg hunts.

- b)** Attract more Trustees to help with our work.
- c)** We will endeavour to secure funding and will seek further opportunities to develop and deliver innovative projects and further group work activities.
- d)** Trustees and everyone who uses the hall will continue to live the charities values and strive to meet its objectives.
- e)** Improve multi-agency work, utilising joint working ensuring the best facilities is available to all of our community.
- f)** Promote and invest in training, developing relationships with external agencies. Value everyone's contribution and what they achieve for the community.
- g)** We will promote our charity as the leading community venue in Castleside with improved facilities to attract birthday, christening and wedding parties all year round.

10. FINANCIAL REVIEW

Castleside Village Hall will continue to look for funding to celebrate our hall and will seek further opportunities to develop and deliver new and innovative groups for the benefit of our community. We will continue to work with others ensuring the best service and facility is available to all of our residents in and around Castleside.

- a)** Reserve's Policy – The Trustees of Castleside Village Hall have considered the charity commission recommendations in respect of holding funds for general use to meet any shortfall in funding and are reflected in this financial statement.
- b)** Risk Assessment – The Trustees of Castleside Village Hall have considered whether there are any risks to which the charity is exposed as of 31 December 2021. It is the opinion of the Trustees that there is no significant or material risk to which Castleside Village Hall is exposed. Covid-19 has had a negative impact on hall rental income and activities but the work of our treasurer has secured funding made available by the local authority to maintain financial security.

11. STATEMENT TO THE RESPONSIBILITY OF TRUSTEES

All the Trustees are aware of their responsibility (Charities Act 1992 and 1993 and subsequent amendments) collectively to keep proper accounting records, to ensure that at any time a statement can be produced showing the up-to-date position of the charity in respect of income and expenditure, assets and liabilities and to produce a set of annual accounts according to the Reporting and Accounting Statement of the Recommended Practice 2005.

Trustees confirm that suitable policies are selected and they have been applied consistently, have observed the methods of principles in the Charities SORP, have made judgements and estimates that are reasonable and prudent and prepared the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

MEL METCALF - CHAIR

I was asked to take on this role temporarily following the sad and untimely passing of our wonderful Chair, Karen Hudson. Karen was an amazing kind hearted leader who put others first and will live in our hearts forever. Her vision with Jacqui our Secretary and Marion our Treasurer to secure the charity and to forge ahead with the difficult transition to a CIO is why the future of the village hall is secured more than ever with Trustees ready to take its progress to the next level.

In this first CIO Annual Report return I must thank everyone who has made Castleside Village Hall the success it is today. The previous Trustees like David Dixon, our chair for many years and subsequently vice -chair, helped us to get to where we are today. We could not have achieved as much without the help of so many like David and from our groups or indeed the residents who hire the facilities and promote everything we seek to do.

This reporting period has been a real struggle for many in our community and as a charity, we have tried our very best to support the most isolated and vulnerable throughout this pandemic. As we begin to look forward, we hope that we will be able to continue the work of the hall safely and recover by planning more activities for our growing community.

THIS REPORT WAS APPROVED BY THE TRUSTEES ON 30th OCTOBER 2022 AND SIGNED ON THEIR BEHALF BY:

MJ Metcalf

MELVIN JAMES METCALF

CHAIR

30th OCTOBER 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Castlesdie Village Hall

1191521

Receipts and payments accounts

For the period from	Period start date 9/28/2020	To	Period end date 12/31/2021
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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 £
A1 Receipts				
Funds and property transfer from previous charity to CIO was completed in 2022- this is a nil return	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	-	-	-	-
A2 Asset and investment sales, (see table).				
Nil return	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	-	-	-	-
A3 Payments				
Nil return	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
A4 Asset and investment purchases, (see table)				
Nil return	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	-	-	-	-
Net of receipts/(payments)	-	-	-	-
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Nil return	-	-
		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Nil return	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets	Nil return		-
			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use	Nil return		-
			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities	Nil return		-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
MJ Metcalf	Mel Metcalf

CC16a



Last year
to the nearest £

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**Endowment
funds**

to nearest £

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OK

**Endowment
funds**

to nearest £

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**Current value
(optional)**

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**Current value
(optional)**

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**When due
(optional)**

Date of
approval

10/30/2022