

Trustees' Annual Report for the Period 23 December 2020 to 30 April 2022

Trustees:

Tom Burr MBE	President
Ian Bynoe	Chair
Christine Davidson	Bookings Secretary
Annette Bedford	Trustee
Judith Cole	Trustee
Martin Halford	Trustee
Marilyn Simcox	Trustee

Observers:

Cllr Barbara Williams	Representative of Ansford Parish Council
Cllr Margaret Bebbington	Representative of Castle Cary Town Council
Cllr Philippa Biddlecombe	Representative of Castle Cary Town Council
Helen Leary	

Committee Secretary:

Laura Napper

Hall Steward:

Karla Smith

Bankers:

Barclays Bank plc, King George Street, Yeovil BA20 1PX (formerly current account)
NatWest Bank plc, 2 Hendford, Yeovil, BA20 1TN (present current account)
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA (online current account)
COIF Fund Managers Ltd, COIF Charity Funds, Senator House, 85 Queen Victoria Street, London ECV 4ET (savings account)

The Registered Objects of the Charity

The following are the objects found in the constitution of the charity and registered with the Charity Commission:

- To promote the benefit of the inhabitants of the civil Parishes of Castle Cary and Ansford and all inhabitants within a radius of two miles outside the said Parish boundaries (hereinafter called “the area of benefit”) without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- To establish or to secure the establishment of a Community Centre (hereinafter called “the Centre”) and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

Registration of charity and its take over of unincorporated charity

Throughout the report period, the governing document for the charity has been the constitution registered with the Charity Commission on 23 December 2020. In furtherance of the decision to convert the Hall to an incorporated body (CIO) which we reported on last year, the charity was registered in December 2020 the initial trustees being all those persons listed above and on 22 March 2021 the charity took over all the assets, liabilities and operations of the unincorporated charity (registered no. 295286) which had prior to this date established and run the Hall. From that date the charity has been solely responsible for the Hall and ownership of the building and land is now registered in its name. The initial trustees were also the trustees of the unincorporated charity. The name and registered objects of the two charities are exactly the same.

Membership

The charity is registered as a Charitable Incorporated Organisation with a membership. The only requirement for anyone applying for membership is to confirm that they will exercise their powers as a member in the way they decide in good faith would be most likely to further the purposes of the Charity. We use an established web- based platform (membermojo.com) to administer membership online. At the time of writing this report the charity had recruited 62 individual members who are all local residents.

Trustees: retirements and recruitment

This is the first report of the charity. During the period covered none of the initial trustees resigned and no additional trustees were recruited. The initial trustees will all retire on the date of the first Annual General Meeting on 18 June 2022 and all are seeking re-election.

Helen Leary attended the committee as an observer contributing greatly to the promotion and organisation of our fund-raising performances and events. We also welcomed representatives from Ansford Parish Council and Castle Cary Town Council who provided effective liaison with these two local authorities.

The trustees made valiant efforts throughout the period to recruit a trustee or trustees to their committee, particularly to take on the key roles respectively of Treasurer and of Trustee responsible for the premises. Efforts were also made to recruit someone to assist the Committee with administering the Hall's website and digital communications. As we reported last year, the Committee had decided to appoint a paid Commission Secretary who would be responsible for financial administration in addition to meetings administration. Laura Napper was appointed to this freelance position in May 2021.

As stated above, despite the resulting reduction in tasks for the treasurer we have not attracted anyone to this slimmed down trustee position. The lack of any success at all with recruitment has been hugely disappointing and has meant that the burden of the Committee's management work continued to fall on too few shoulders. Throughout the period, the principal responsibilities of the Treasurer were reallocated among trustees, with the majority being undertaken by Martin Halford.

Committee Meetings

The trustees' committee has continued to meet every month. Its three sub-committees have comprised trustee members and other interested persons. These have been Events and Fund-raising chaired by Judith Cole; Extension Project chaired by Martin Halford; and Grants chaired by Ian Bynoe. They have met monthly or as needed and have reported to the committee with meeting minutes recording their decisions and activities.

Policies and Procedures

In order to comply with Covid 19 law and guidance prior to legally reopening the Hall during the summer of 2021, further review and revisions were required to the formal Covid risk assessment and associated documents written during 2020 for the situation applying then; amendments were made to the standard hiring agreement and terms and conditions of hiring; modifications to the operating practices in the Hall and a briefing to regular hirers. Our regular hirers rose to the new and often changing challenges posed by Covid and have cooperated fully and willingly with what has been required or expected of them.

Activities

At the time the charity took over the Hall there were severe restrictions on the range and size of activities which could lawfully take place in the Hall due to the Covid pandemic. However, as soon as we were permitted to do so, most regular hirers resumed all their activities though larger events and those run by ourselves to raise funds from eg performances had to wait until later in the year to start taking place.

Thus during the period reported on the Hall has offered a venue for hirers to put on a range of activities for people of all ages: martial arts, majorettes, line dancing, short mat bowls, short tennis, yoga, Tai Chi and pilates; U3A group sessions on art, computers, mahjong and U3A monthly lectures; Art Society talks; Parent and Toddlers Group; and Moviola Film Screenings. The Hall also was used for official purposes. NHS blood donation sessions were regularly arranged; Ansford Parish Council held their meetings in the Hall, Caryford was used as a Polling Station in local elections and as a venue for a major Planning Public Inquiry. In addition, the Hall has been hired, particularly at weekends and even on Christmas Day, for

numerous private functions such as children's parties, birthday celebrations and funeral wakes.

Our impression has been that the hall is now used more than it was before the pandemic. Analysis of hiring shows that during the six months September 2021 until the end of March 2022, the Hall was used for an average (including weekends and public holidays) of 34 hours per week.

Local fund-raising events

The easing of Covid restrictions during the summer of 2021 enabled the committee to begin again to hold events to raise funds for the hall and particularly towards the costs of Phases 2 and 3 of the building extension project. From August 2021 until the end of the report period in April 2022, coffee mornings, a musical quiz and supper, lectures, a flower arranging demonstration, a Christmas craft market, potato selling day, dramatic performance of "A Christmas Carol" and four music gigs by bands or solo artists have been arranged by the committee and successfully held in the Hall despite the omicron variant. Take Art, the Somerset based scheme financially supporting local drama and music performances, helped us to put on several of these performances and Ansford Parish Council also sponsored one event.

Extension Project: design work, planning permission and fund-raising

Throughout the period of this report, the Committee has engaged with its appointed architects and quantity surveyor to modify the designs for the extension and improvements to the hall to make the new build elements and modifications work better within the building and to deliver good value for the substantial sums to be spent on it.

A fresh planning application was submitted to the local planning authority in December 2021 and planning permission obtained in March 2022. As this report was being written a tender process was being undertaken to obtain prices from contractors willing to undertake the work.

Grants fund-raising

The Committee has pursued applications for grants towards the costs of Phase 2 of the building extension project from charitable trusts, from the National Lottery and from s.106 payments payable by housing estate developers in the town.

Covid compensation

The charity's Annual Accounts and their covering report show the adverse effect on the charity of the loss of hiring income due to closures and restrictions during the period until normal hiring activity resumed in September 2021 but at the same time the positive effect of compensatory payments received from the South Somerset District Council.

Closing remarks

Much has been achieved: much remains to be done to get the Hall equipped for a financially sustainable and successful future, meeting the needs of local residents with a versatile, modern, accessible hall available for hire at reasonable cost.

This first reporting period has been a challenging and difficult one with the continued impact of Covid affecting hiring activity and other aspects of our operation. Incorporation, and with it the lifting from trustees of their personal liability for the general debts of the charity, has so far not yet encouraged any interest from those we need to recruit onto our small committee. For example, the role of Treasurer has been vacant since July 2020 and other roles also need to be filled. If this situation persists it threatens the long term future of the charity and certainly its ability to remain an independently managed organisation.

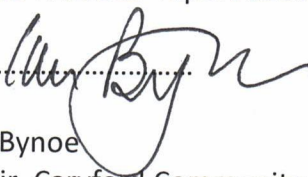
In spite of these difficulties, the charity has accomplished much during this period. It has successfully and safely reopened the Hall after Covid closures and now finds that hiring activity is greater than before the pandemic so much so that the hall is unable to meet all the requests for hiring we receive. We have responded to the community's renewed enthusiasm, post Covid, for meeting together for recreation, for learning or for social purposes.

We have progressed our plans for the building extension, obtained planning permission and now await the results of a tendering process. Grant applications have been pursued to secure the major part of the resources needed to finance Phase 2 while numerous local fund raising events have been held producing vital extra capital towards our appeal and lively entertainment for local people.

The Trustees thank all those – members, regular hirers, volunteers, sub-committee members and local organisations - who have helped us in these endeavours and who support our plans for the future of Caryford Hall.

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

Signed on behalf of the charity's Trustees:



Name:

Ian Bynoe

Position:

Chair, Caryford Community Hall Association

Date:

9 June 2022

Independent Examiner's Report to the Trustees of Caryford Community Hall Association (registered charity no. 1192922)

I report to the Trustees on the accounts of Caryford Community Hall Association for the period ended 30 April 2022, which are set out in the Financial Statement below and incorporated into the Annual Report.

Responsibilities and basis of report

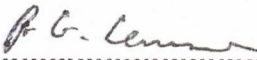
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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 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:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records.

Signed 

Date 23/5/2022

Name: Mr Peter Lennard FCMA, CGMA, BSc (Econ.)

Relevant professional qualification or body: Fellow of the Chartered Institute of Management Accountants

Caryford Community Hall Association CIO - Charity Number 1192922

Financial Statement 2021-2022

INTRODUCTION

These accounts cover the financial period from the registration date of 23 March 2021 when our charity converted into a legally incorporated body (with exactly the same name and charitable objects as the previous unincorporated charity no. 295286). The end of the financial period is 30 April 2022.

For most of the financial year, Caryford Community Hall Association (CCHA) has been without a Treasurer and the role has been shared among committee members with support from a bookkeeping secretary.

Highlights from the financial period include:

- Hiring income below that of previous years, but has gradually increased to near pre-pandemic levels as restrictions have been removed.
- Loss of hiring income, particularly early during the financial period, has been offset by support grants from South Somerset District Council.
- Work has resumed on the extension project with re-design work, a new planning consent and building regulations approval secured for Phases 2 and 3 and documentation has been prepared for tenders to be sought during May 2022. These pre-contract activities have been funded in part from a grant towards the extension project received from Ansford Parish Council (prior to incorporation) and in part from unrestricted funds.
- Fundraising events have resumed, contributing to income and the funding of the extension project. The events have benefited from new stage lighting, PA systems, and a stage extension purchased with a second grant from Ansford Parish Council (received prior to incorporation) for improvements to the existing Main Hall.
- Grants towards the extension project have been received from Elmgrant and from private donation
- Energy costs have increased significantly, with further impact on expenses likely during the next financial period.

Otherwise there has been no exceptional income or expenditure during this financial period

ACCOUNTING PRINCIPLES

As in previous years as an unincorporated charity, receipts have been incorporated into the accounts only when the cash is actually received (cash basis); A simplified approach to payments has been adopted, with these also incorporated only when the payment has been made. Accounts are typically settled within a few days of receipt of an invoice, there is little or no impact on the accounts.

Account balances and associated receipts and payments have been split between unrestricted funds and restricted funds, the latter of which can only be used for a specific purpose. The restricted funds are as follows:

- A 'Sinking Fund' established to offset significant long term maintenance or repair costs
- Key deposit monies where hirers hold a hall key
- Craft fair deposits where stallholders pre-book tables

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Financial Statement 2021-2022

- Proceeds from fundraising events advertised as in support of the Extension Project.
- Grants received towards the Extension Project
- Retention monies held in respect of Phase 1 of the Extension Project
- Grants received towards Main Hall upgrades

A freely available spreadsheet has been adopted for the day-to-day bookkeeping and for presentation of the Accounts. This facilitates operation of multiple bank accounts, unrestricted and restricted funds and importantly, transfer of funds between accounts.

Comparisons with budgets set at the outset for the year have been included along with a comparison with financial performance for the previous financial year of the unincorporated charity.

Income and expenditure for the period from 23 March 2021 to 30 April 2022 have been examined in the following sections.

BANK ACCOUNTS

We maintain the following bank accounts:

- A primary current account with CAF Bank which permits online payments (with dual authorisation) and issues bank cards with a payment limit of £500 used for online purchases.
- A Barclays current account, closed during the course of the year (with funds transferred to the above account).
- A NatWest account opened in order to facilitate deposit of cash proceeds from fundraising events, either at the Post Office, or when NatWest's mobile banking visits the town.
- A deposit account with CCLA-COIF.

We no longer accept cash payments for hirings and encourage hirers to pay by BACS rather than cheque. We have acquired Sum Up payment machines to facilitate contactless payments at events.

RECEIPTS AND PAYMENTS OVERVIEW

Details of Receipts

Receipts from hiring of £14,307.80 are ahead of the £12,000.00 budget set during the pandemic, although below pre-pandemic levels. Any shortfall is however more than offset by support grants totalling £11,917.00 received from South Somerset District Council.

Further grants have been received from Elmgrant Trust and a private donor totalling £1,375.00. These sums are held in a restricted fund towards our Extension Project.

After expenses, our fundraising events have contributed £5,377.54 to income, held in a restricted fund towards our Extension Project.

Details of Payments

Expenditure from unrestricted funds has been broadly in line with budgets, or below budget in the case of Hall Maintenance. A significant proportion of the professional fees related to the Extension Project have also been paid from unrestricted funds, with the balance paid from restricted funds (see below).

Caryford Community Hall Association CIO - Charity Number 1192922

Financial Statement 2021-2022

The restricted fund set up to hold the 2020-2021 grant from Ansford Parish Council towards hall improvements has been spent on stage lighting, PA systems, a stage extension, marking of disabled parking spaces and a new noticeboard. £513.27 remains in the fund to be spent on similar improvements.

The restricted fund set up to hold grants towards the Extension Project, which includes the 2020-2021 grant from Ansford Parish Council, has been used to fund the balance of planning and building control fees and fees paid to our architect, project manager, structural engineer and specialists. Although expenditure on professional fees is below budget, ongoing work by the professional team means that approximately £6,000 needs to be set aside in 2022-2023 budgets to complete work preparatory to issue of tenders for the building work.

Balance carried Forward

Our financial policy requires that we carry forward £20,000 in reserves from one year to the next and there is a further commitment to contribute towards the Extension Project from hall operations and fundraising.

Including the Sinking Fund, currently holding £4,000.00, the reserves carried forward are £25,402.64,

From EP-Fundraising (fundraising towards the Extension Project) there is the sum of £6,292.73 carried forward.

From EP-Grants (grants towards the Extension Project) there is the sum of £16,205.69 carried forward, from which £6,000 needs to be set aside towards professional fees.

Martin Halford

On behalf of Caryford Community Hall Association

Caryford Community Hall Association CIO - Charity Number 1192922

Financial Statement 2021-2022

Receipts and Payments Account with breakdown of Restricted Funds

Caryford Community Hall Association

Management Accounts for CIO from 22 March 2021 to 30 April 2022

Total Receipts & Payments Account

	Total	Unrestricted	Sinking Fund	Deposits	Craft Fair	EP – Fundraising	EP – Grants	EP – Retention	EP – Main Hall	Wine Stock
Receipts										
Receipt - Grants	13,292.00	11,917.00	0.00	0.00	0.00	0.00	1,375.00	0.00	0.00	0.00
Receipt - Fundraising Events	7,586.63	0.00	0.00	0.00	0.00	7,586.63	0.00	0.00	0.00	0.00
Receipt - Donations	400.44	0.00	0.00	0.00	0.00	400.44	0.00	0.00	0.00	0.00
Receipt - Hiring	14,307.80	14,307.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipt - Licence Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipt - Bank Interest	21.05	21.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipt - Deposits	697.00	0.00	0.00	40.00	657.00	0.00	0.00	0.00	0.00	0.00
	36,304.92	26,245.85	0.00	40.00	657.00	7,987.07	1,375.00	0.00	0.00	0.00
Payments										
Payment - Administration	435.83	435.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Publicity	409.40	409.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Capital Expenditure	9,467.02	373.19	0.00	0.00	0.00	0.00	0.00	165.60	8,928.23	0.00
Payment - Hall Maintenance	1,182.05	1,182.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Licence Fees	374.60	374.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Insurance	1,279.49	1,279.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Utilities	3,366.52	3,366.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Telecoms	519.99	519.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Bank Charges	112.93	104.50	0.00	0.00	0.00	8.43	0.00	0.00	0.00	0.00
Payment - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Hall Steward	5,083.26	5,083.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Hall Secretary	4,583.00	4,583.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment - Professional Fees	21,934.49	14,435.18	0.00	0.00	0.00	0.00	7,499.31	0.00	0.00	0.00
Payment - Fundraising Expenses	3,128.10	0.00	0.00	0.00	0.00	3,128.10	0.00	0.00	0.00	0.00
	51,876.68	32,147.01	0.00	0.00	0.00	3,136.53	7,499.31	165.60	8,928.23	0.00
Net receipts / (payments)	(15,571.76)	(5,901.16)	0.00	40.00	657.00	4,850.54	(6,124.31)	(165.60)	(8,928.23)	0.00
Transfer	0.00	(2,117.33)	2,000.00	0.00	(527.00)	527.00	0.00	0.00	0.00	117.33
Balance brought forward	67,723.84	29,421.13	2,000.00	200.00	230.00	915.19	22,330.00	3,186.02	9,441.50	0.00
Balance carried forward	52,152.08	21,402.64	4,000.00	240.00	360.00	6,292.73	16,205.69	3,020.42	513.27	117.33
Made up of:										
CAF Bank	21,697.28									
COIF Deposit	27,053.17									
Petty cash 1	405.30									
Petty cash 2	117.33									
Natwest	2,879.00									
	52,152.08									

Caryford Community Hall Association CIO - Charity Number 1192922

Financial Statement 2021-2022

Receipts and Payments Account with comparisons to Budget and Previous Year

Caryford Community Hall Association

Total Receipts & Payments Account for the period ended 30/4/22

	Unrestricted	Restricted	Total	Budget	Previous year *
Receipts					
Receipt - Grants	£11,917.00	£1,375.00	£13,292.00	£10,000.00	£48,445.50
Receipt - Fundraising Events	-	£7,586.63	£7,586.63	£2,500.00	£579.00
Receipt - Donations	-	£400.44	£400.44	£0.00	£22.55
Receipt - Hiring	£14,307.80	-	£14,307.80	£12,000.00	£2,785.99
Receipt - Licence Fees	-	-	-	£200.00	-
Receipt - Bank Interest	£21.05	-	£21.05	-	£22.43
Receipt - Deposits	-	£697.00	£697.00	£300.00	£20.00
Total receipts	£26,245.85	£10,059.07	£36,304.92	£25,000.00	£51,875.47
Payments					
Payment - Administration	£435.83	-	£435.83	£1,000.00	£2,368.44
Payment - Publicity	£409.40	-	£409.40	£400.00	£86.40
Payment - Capital Expenditure	£373.19	£9,093.83	£9,467.02	£10,442.00	£3,009.02
Payment - Hall Maintenance	£1,182.05	-	£1,182.05	£3,500.00	£1,131.50
Payment - Licence Fees	£374.60	-	£374.60	£800.00	£577.60
Payment - Insurance	£1,279.49	-	£1,279.49	£1,300.00	£1,322.09
Payment - Utilities	£3,366.52	-	£3,366.52	£3,000.00	£1,320.47
Payment - Telecoms	£519.99	-	£519.99	£650.00	£452.66
Payment - Bank Charges	£104.50	£8.43	£112.93	£200.00	£85.30
Payment - Donations	-	-	-	£200.00	-
Payment - Hall Steward	£5,083.26	-	£5,083.26	£5,000.00	£3,416.30
Payment - Miscellaneous	-	-	-	£400.00	-
Payment - Cleaning Supplies	-	-	-	£400.00	£341.82
Payment - Hall Secretary	£4,583.00	-	£4,583.00	£5,000.00	-
Payment - Professional Fees	£14,435.18	£7,499.31	£21,934.49	£24,000.00	-
Payment - Fundraising Expenses	-	£3,128.10	£3,128.10	£500.00	-
Total payments	£32,147.01	£19,729.67	£51,876.68	£56,792.00	£14,111.60
Net receipts / (payments)	-£5,901.16	-£9,670.60	-£15,571.76	-£31,792.00	£37,763.87
Transfer	-£2,117.33	£2,117.33	£0.00	£0.00	£0.00
Balance brought forward	£29,421.13	£38,302.71	£67,723.84	£67,723.84	£29,959.97
Balance carried forward	£21,402.64	£30,749.44	£52,152.08	£35,931.84	£67,723.84
Made up of:					
CAF Bank	£21,697.28				
COIF Deposit	£27,053.17				
Petty cash 1	£405.30				
Petty cash 2	£117.33				
Credit card	-				
Natwest	£2,879.00				
Other bank 2	-				
Other bank 3	-				
	£52,152.08				

* Previous year refers to unincorporated charity number 295286