



## Trustees Annual Report Nov 2022 – Oct 2023

*Note: On the 26<sup>th</sup> of November 2022 the trustees voted to convert the Woodlands Village Hall charity (charity no 266847) into a Charitable Incorporated Organisation (CIO). This involved winding up the charity and establishing a new incorporated charity called Woodlands Village Hall Dorset CIO (charity number 1201931). The new charity was registered on the 13<sup>th</sup> February 2023 and all assets of the old charity were transferred to the new charity by deed of vesting on the 3<sup>rd</sup> April 2023. (See Financial Review section).*

### Objectives and Activities

To run a village hall and to promote for the benefit of the inhabitants of the Parish of Woodlands and neighbouring area 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 are aware of the Charity Commission's guidance on public benefit, and they have taken it into account when making decisions to which the guidance is relevant.

### Achievements and Performance

The charity has successfully transitioned to a surplus position, marking a significant turnaround from operating at a deficit since 2020. Net income is steadily approaching pre-pandemic levels, reflecting the diligent efforts of the committee who have dedicated themselves to diversifying and enhancing the charity's event portfolio, upgrading facilities, strengthening ties with local partners, forging new collaborations, and expanding the reach of marketing initiatives.

The committee, unafraid of innovation, has implemented strategic measures, including robust reporting mechanisms, to assess the effectiveness of its initiatives. Despite the associated increase in operating costs, gross income for the reporting period has surged by an impressive 89% compared to pre-pandemic levels.

#### Events

The charity has run 10 free community events during the reporting period including: Fire Pit Night, Woodlands Village Tree Planting, Decorating the hall for Christmas, Festive Winter Carols, Easter at the Hall, Wildlife in Woodlands, Charity Clothes Swap, Cider Festival, Warm Welcome. These events have attracted a diverse audience from within our area of benefit and beyond and have:

- Fostered community bonding and provided a recreational space for individuals to socialise, contributing to the overall well-being of the participants.
- Promoted environmental sustainability, awareness and appreciation for local wildlife contributing to environmental education and the well-being of both individuals and the broader ecosystem.
- Created a festive atmosphere, fostering a sense of community and bringing joy to residents during the holiday season.
- Facilitated a clothing exchange, allowing participants to acquire items without financial burden, while also promoting sustainable practices.
- Supported the charity's commitment to enhance the social welfare of the community.



### *Partnerships*

The charity has partnered with a local performing arts company and Artsreach to offer ticketed performances including pantomimes, live music and children's shows.

- Join the Company is a performing arts school based in Cranborne offering drama workshops for all ages and abilities. The partnership with Join the Company continues to be successful with productions of Alice in Wonderland and Sleeping Beauty having been well received.
- Artsreach is a registered charity which aims to make a positive difference to the lives of people living in rural Dorset, addressing rural and social isolation; developing skills and supporting health and wellbeing by providing the opportunity to participate in and engage with cultural activity in the heart of rural communities. Woodlands Village Hall and Artsreach have already run two successful ticketed events and look forward to collaborating further in 2024.

### *Lettings*

The charity has continued to increase the number and diversity of lettings during this period. The village hall's regular hirers include the following local community groups:

- Art class, sewing group, ukulele group, guitar practice, folk dancing, pilates class, skittles sessions for adults with special needs, respite care sessions and performance workshops for adults with additional needs.

Local individual hires have also increased in number and diversity and include:

- Child and adult birthday parties, skittles evenings, quiz and bingo events run by our local churches, Macmillan coffee mornings, Shibori workshop, first aid course, canine behavioural class, gong bath & drumming session, yoga and meditation class, Dorset button making workshop, needle felting workshop, local solar farm exhibition, use as a polling station, local pony club meeting, band practice, Verwood concert brass performance, church fellowship meetings, rural ladies in business meetings, relaxation workshop.

### *Hall improvements*

The trustees have continued to invest funds raised from lettings, grants and donations in the charity's premises and facilities to enable it to improve the scope and relevance of its offerings and contribute to the overall quality, safety, and sustainability of the village hall. These investments not only enhance the facility itself but also improve the experience of community members participating in various events and activities:

- Installation of stage curtains
- New, upgraded CCTV system
- Installation of new sewerage system
- Installation of new emergency exit doors
- Electrical system refurbishment
- Installation of environmentally friendly hand dryers
- Upgraded lighting in car park and garden
- Upgraded internet to full fibre broadband
- Switched to a 100% renewable electricity provider
- Purchase of garden benches
- Purchase of apple press and related equipment for our annual cider festival
- Renewal of kitchen crockery, pots & pans
- Installation of cooker extractor hood in kitchen
- Installation of water butts for water recycling
- Purchase of new stage lighting and portable dimmable up-lighters



## Financial Review

As at the end of October 2023 the charity has funds of £15,185, income of £24,189 and expenditure of £39,887. The charity's underlying surplus is £400.18.

The trustees have agreed a reserves policy of £7,000. The policy, which explains the reasons for holding reserves, is published on the charity's website.

The trustees have no uncertainties about the charity continuing as a going concern. The rationale for this position is explained in the charity's annual financial report which is available on request.

The receipts and payments accounts for this period show the merged position of the unincorporated charity and the new CIO as if they were one organisation. This is because when the CIO was created the charity continued to use the same bank account as the unincorporated charity and it was therefore not necessary to reflect a transfer of assets in the accounts. On 21<sup>st</sup> January 2024 the trustees applied for the charity to be included on the register of mergers.

## Structure, Governance and Management

The charity is a CIO, and its governing document is a CIO constitution.

The members of the CIO are its trustees and are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

The charity is run by a management committee comprising of five trustees and two non voting associates.

| Name           | Trustee? | Role                                  | Note              |
|----------------|----------|---------------------------------------|-------------------|
| Iain Salmon    | N        | Events, Maintenance                   | Resigned Sep 2023 |
| Janet Scammell | Y        | Secretary, Events, Website            |                   |
| Judy Kimber    | Y        | Events, Church representative         |                   |
| Lucy Andrews   | N        | Health & Safety, Safeguarding, Events |                   |
| Mark Jones     | N        | Maintenance, Health & Safety, Website |                   |
| Rupert Andrews | Y        | Chair, Lettings, Data Protection      |                   |
| Sheila Wade    | Y        | Treasurer, Website                    |                   |
| Winnie Stevens | N        |                                       | Resigned Sep 2023 |
| Yuliya Surnina | Y        | Marketing, Events, Lettings           |                   |

❖ Trustees are actively recruiting additional committee members

New trustees are inducted into the charity by the chair and complete the Trustee Eligibility Declaration. They are given a copy of the Charity Commission's Trustee Welcome Pack, the charity's annual report and are made aware of the charity's policies, procedures and financial reports. All committee members also receive safeguarding training.

## Declaration

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

Signed on behalf of the charity's trustees:

Full Name: Rupert Andrews  
Position: Chairman



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Woodlands Village Hall Dorset

1201931

## Receipts and payments accounts

CC16a

For the period  
from

01/11/2022

To

31/10/2023

### Section A Receipts and payments

| Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|--------------------|------------------|------------------|------------------|------------------|
| to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |

#### A1 Receipts

|                                        |               |          |          |               |               |
|----------------------------------------|---------------|----------|----------|---------------|---------------|
| Lettings                               | 8,640         | -        | -        | 8,640         | 3,563         |
| Deposits                               | 1,950         | -        | -        | 1,950         | 1,100         |
| Ticketed events                        | 40            | -        | -        | 40            | -             |
| Marketing Sales                        | 25            | -        | -        | 25            | -             |
| Donations                              | 508           | -        | -        | 508           | 11,017        |
| Event income                           | 126           | -        | -        | 126           | 673           |
| Grants                                 | 12,900        | -        | -        | 12,900        | -             |
| Council tax refund                     | -             | -        | -        | -             | 54            |
| SSE outage compensation                | -             | -        | -        | -             | 70            |
| <b>Sub total (Gross income for AR)</b> | <b>24,189</b> | <b>-</b> | <b>-</b> | <b>24,189</b> | <b>16,477</b> |

#### A2 Asset and investment sales, (see table).

|                       |               |          |          |               |               |
|-----------------------|---------------|----------|----------|---------------|---------------|
|                       | -             | -        | -        | -             | -             |
| <b>Sub total</b>      | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      |
| <b>Total receipts</b> | <b>24,189</b> | <b>-</b> | <b>-</b> | <b>24,189</b> | <b>16,477</b> |

#### A3 Payments

|                                |               |          |          |               |               |
|--------------------------------|---------------|----------|----------|---------------|---------------|
| Utilities                      | 2,139         | -        | -        | 2,139         | 858           |
| Internet and telephone         | 409           | -        | -        | 409           | 598           |
| Facilities maintenance         | 13,976        | -        | -        | 13,976        | 10,831        |
| Insurance                      | -             | -        | -        | -             | 722           |
| Licences and subscriptions     | 56            | -        | -        | 56            | 139           |
| Marketing                      | 372           | -        | -        | 372           | 2,578         |
| Event expenses                 | 1,397         | -        | -        | 1,397         | 1,992         |
| Trustee expenses               | 329           | -        | -        | 329           | -             |
| Professional fees              | 6,579         | -        | -        | 6,579         | -             |
| Governance costs               | -             | -        | -        | -             | -             |
| Miscellaneous                  | -             | -        | -        | -             | 380           |
| Deposit refunds                | 1,880         | -        | -        | 1,880         | 1,045         |
| Sewage treatment plant install | 12,750        | -        | -        | 12,750        | -             |
| <b>Sub total</b>               | <b>39,887</b> | <b>-</b> | <b>-</b> | <b>39,887</b> | <b>19,143</b> |

#### A4 Asset and investment purchases, (see table)

|                       |               |          |          |               |               |
|-----------------------|---------------|----------|----------|---------------|---------------|
|                       | -             | -        | -        | -             | -             |
| <b>Sub total</b>      | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      |
| <b>Total payments</b> | <b>39,887</b> | <b>-</b> | <b>-</b> | <b>39,887</b> | <b>19,143</b> |

#### Net of receipts/(payments)

|                                    |               |          |          |               |               |
|------------------------------------|---------------|----------|----------|---------------|---------------|
|                                    | -             | 15,698   | -        | 15,698        | -             |
| <b>A5 Transfers between funds</b>  | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      |
| <b>A6 Cash funds last year end</b> | <b>30,883</b> | <b>-</b> | <b>-</b> | <b>30,883</b> | <b>33,549</b> |
| <b>Cash funds this year end</b>    | <b>15,185</b> | <b>-</b> | <b>-</b> | <b>15,185</b> | <b>30,883</b> |

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

| Categories                                             | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------------------------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                   | Lloyds Bank             | 15,185                             | -                                | -                               |
|                                                        |                         | -                                  | -                                | -                               |
|                                                        |                         | -                                  | -                                | -                               |
|                                                        | <b>Total cash funds</b> | 15,185                             | -                                | -                               |
| (agree balances with receipts and payments account(s)) |                         | OK                                 | OK                               | OK                              |

| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories                                          | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |

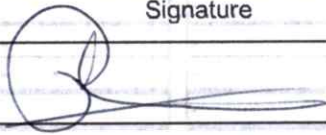
| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

Signature

Print Name

Date of approval

  
JMS Scammell

ROBERT ANDREWS  
JANET SCAMMELL

13/04/24  
13/4/24