

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	MAY	2020		30	APRIL	2021

Section A Reference and administration details

Charity name

BACTON PARISH ROOM

Other names charity is known by

Registered charity number (if any)

220929

Charity's principal address

Bacton Parish Hall

Bacton

Hereford

Postcode

HR2 0AR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	MELVYN JENKINS	CHAIR		
2	RICHARD HUMPHRIES			
3	BERYL HARRON			
4	STEPHEN BOWEN			
5	KEITH MILLINGTON		From July 4 th 2020	
6	WENDY GUNN			
7				
8				
9				
10				
11				
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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	N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charity Commission Scheme
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

“The provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:
 (a) meetings, lectures and classes, and
 (b) other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants.”

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Hall is available to all members of the local community for social, leisure and recreational use as defined in the charitable objects. In 2020/21 this has been subject to national regulations and government guidance concerning Coronavirus (please refer to section D).

Trustees have complied at all times with the Charity Commission’s guidance on public benefit in discharging their responsibilities.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Like most similar facilities throughout the country, the Hall has remained closed this year as a consequence of government Coronavirus restrictions, the requirements of our insurers and the absence of any requests to use it.

The Trustees have used this interregnum for two purposes:

1. To assess the physical fabric of the building and commission improvement work. This has included the required five-yearly inspection of electrical safety which was satisfactory. This was used as an opportunity to replace the emergency lighting and upgrade RCD to all circuits. Plans were also agreed for redecoration of the building and to rectify a leak from roof guttering. A weekly inspection of the building was carried out during the closure in order to protect the building and comply with insurer's requirements.
2. To prepare for the re-opening of the hall by carrying out a comprehensive risk assessment of Covid-19 risks in accordance with government and HSE guidelines. This has entailed revised cleaning arrangements, re-writing the conditions of hire to specify obligations on hirers'; installation of signage, hand saniters at entry and exit points and additional cleaning materials.

Brief statement of the charity's policy on reserves

The charity does not have a policy of reserves in the light of its relatively low level of annual expenditure and financial risk.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

In financial terms this year has been highly unusual for the charity because of access to unprecedented levels of grants from the government via the local authority, hence the requirement to complete an annual report for the first time in its history.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Bacton Parish Rooms**Income and Expenditure Account for the year ended 30 April**

Income		<u>2021</u>	<u>2020</u>	<u>2019</u>
Fund Raising	Barbecue	0.00	1,340.00	600.00
	Big Breakfast	0.00	0.00	0.00
	Christmas Fayre	0.00	0.00	0.00
Sale of Furniture		0.00	0.00	0.00
Donations incl. Gift Aid		100.00	100.00	100.00
Insurance Claim		0.00	0.00	0.00
Room Hire		0.00	612.00	700.00
Bank Interest		3.00	22.49	19.74
Parish Council Grant		80.00	80.00	80.00
Grants	Amortisation of Furniture Grant	35.00	44.00	55.00
	Big Lottery Fund	0.00	0.00	0.00
	DEFRA	0.00	0.00	0.00
	Herefordshire Council	27,431.00	0.00	0.00
	Eveson Trust	0.00	0.00	0.00
		<u>27,649.00</u>	<u>2,198.49</u>	<u>1,554.74</u>
Expenditure				
Water Rates		15.44	16.45	34.69
Electricity and Heating Oil		180.07	203.78	440.33
Insurance		726.66	718.69	661.47
Repairs		519.54	173.94	533.30
Legal Costs		0.00	0.00	0.00
Cleaning		0.00	0.00	0.00
Film Show		0.00	0.00	0.00
Subscription		0.00	0.00	0.00
Depreciation of Furniture		45.00	56.00	71.00
		<u>1,486.71</u>	<u>1,168.86</u>	<u>1,740.79</u>
Surplus (Deficit) for the Year		<u><u>26,162.29</u></u>	<u><u>1,029.63</u></u>	<u><u>-186.05</u></u>

Balance Sheet - 30 April

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Fixed Assets	<u>179.00</u>	<u>224.00</u>	<u>280.00</u>
Creditors			
Debtors			
Bank Balances	32,012.36	5,800.07	4,910.44
Cash Balance	<u>112.00</u>	<u>152.00</u>	<u>0.00</u>
	<u>32,124.36</u>	<u>5,952.07</u>	<u>4,910.44</u>
	32,303.36	6,176.07	5,190.44
 Deferred Grants	 <u>142.00</u>	 <u>177.00</u>	 <u>221.00</u>
	<u>32,161.36</u>	<u>5,999.07</u>	<u>4,969.44</u>
 Funds at 30 April 2020	 5,999.07	 4,969.44	 5,155.49
Surplus (Deficit) for the Year	<u>26,162.29</u>	<u>1,029.63</u>	<u>-186.05</u>
	<u>32,161.36</u>	<u>5,999.07</u>	<u>4,969.44</u>
	0.00	0.00	0.00



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Bacton Parish Rooms

**On accounts for the year
ended**

30 April 2021

**Charity no
(if any)**

220929

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/ 04/ 2021**.

**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 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 which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Edward Richards*

Date: 14 February 2022

Name: Edward Charles Richards

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

Thorne & Co., Accountants, 1 St. Mary's Street,

Ross-on-Wye, Herefordshire HR9 5HT

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.