

Alston Town Hall Zoom Meeting 7pm 22nd November 2022

Attendees:- CT, RM, SH, NE, EG, BD, GR, HH, BC

Apologies:- MH, AR

Agreed minutes from last meetings:-

27th September - Proposed NE 2nd BD 4 agreed, BC Abstained

20th October - Proposed BD 2nd RM 3 agreed, NE & BC Abstained

Agenda

1. Online access for at least one additional trustee. RM put forward, 1st NE 2nd RR. RM lost his forms NE to get forms reissued from bank - ***REVISIT next meeting***
2. Fire safety terms - suggested fire test required regularly/monthly. Discussed if this was a role for the caretaker plus one as involves setting off alarm and checking all sounders. Rota to be drawn up, RR & SH to assist. Proposed BD 2nd GR All agreed.
3. Flags & pole - PB has advised he can remove poles on front of building, very expensive for replacement wooden flag poles. Clerk is contacting EDC. ***REVISIT next meeting***
4. COP26 grant some discussion regarding the application times have passed? CT to email MH for more information/update and to report to December PC meeting. Suggested that another grant may now be accessible...? ***REVISIT next meeting***
5. Stage lights in main hall have been fixed, box to control them is working but not 100% sure if that has been put back in hall yet. MH is looking into PA system still, cooker switch needs looking at as faulty - BD to ask electricians to take a look at this. Tungsten bulbs are being replaced by LED's this is a work in progress. Relates to item 10 on agenda.
6. Boiler - restricting users to try and prevent break downs.... Cupboard that houses boiler etc is now locked, all switches are clearly labelled in the cupboard and if there are any issues with heating etc to contact BD.
7. Budget for 2023/2024 - applied for 10K from PC for maintenance as budgeted 5k previous year and have replaced boiler. Proposed NE 2nd BD All agreed except EG who was against.

8. Printer ink cost £21 and instant ink agreement for 6months at £2.99 per month. CT paid for ink and has signed up for the agreement. All ok to reimburse CT. Proposed BD 2nd NE All agreed.
9. Charity commission name change - CT to email Tim to obtain usernames/passwords etc to change. When NE returns to UK, NE & CT get together to change names passwords etc. Proposed NE 2nd GR All agreed
10. Building maintenance - BD obtained a rota of trustees who will be responsible for this. (see attached) The maintenance has been divided into sections with individuals responsible for those areas. A report will be issued on what is needed to be addressed now, needs done & a "want" list for the future. This will help prioritise the most important and impacting issues that need completed and can be agreed on. BD has requested J5 to look at light on front of building, he will chase this as had no contact as yet.
11. Fire door stops CT reported what Aset had advised regarding rules and regulations and costs per unit for the doors (£90 per unit approx.) CT will contact Aset to obtain costs for providing units for each internal door, fitting if required, 1st Aid Kit & Fire blanket. BD & GR will advise CT on how many doors need these units. Proposed NE 2nd BD All agreed HH Abstained.
12. Kitchen update, PB reported that cost would exceed 6k & NE felt this was money that could be sent better else whereas town hall now don't provide catering services on the booking forms and therefore the kitchen as it is at present is suitable for the needs of the community. NE suggested this proposal should be removed from agenda. Proposed NE 2nd GR All agreed except EG Against HH Abstained.
13. Warm hub update - 21st November was first session, 36 attendees who came for teas & coffees, biscuits. Scones, cakes, buns were donated by locals and businesses, with Sadlers have promised to provide homemade soup for the next session along with scones. Newspapers, cards where provided and a suggestions note was given round for what they wanted...talks, first aid, cookery, benefits etc RM & GR are looking into trying to organise some of these for the next few sessions. Some tins of soup and rolls were bought form the Co-op to provide hot food for this session which approx. 16 people enjoyed. Historical society provided some photos etc. People suggested a donations box, £40 was greatly

received Pat Richardson had a “swop table”. All in all it was a success and hopefully will continue. RM & GR suggested that a small worktop freezer may be helpful for the warm hub. This would not need to be kept in kitchen but could be stored in staff kitchen with a lock on it to prevent others using it. It would be used to store unused food items that can be frozen and defrosted for next session.

14. Caretaker asking about maintenance – this will fit in with item 10. ***REVISIT next meeting***
15. Town hall generator – original proposed to store the generator in the old toilets but this is now rented out. Proposed to store in the annexe when the MENSHEd move out as this would enable the kitchen to be utilised when power cuts happen like when Storm Arwen happened and hot drinks and soup was required for all residents within the community who had no means of cooking/heating and those vulnerable. GR advised there is a grant available for this and is looking into this. Proposed RM 2nd NE All agreed. Also mentioned about use of the unused and empty hospital as this already has a generator that works when the power is off. GR is to enquire about this.
16. Fire doors – can leave open or got to be closed, look at automatic door closes from Paul Best. Now not applicable see item 11.
17. Year end accounts no questions Proposed RM 2nd BD All agreed.
18. Discount for brownies/sks due to heating loss. Suggested 50% reduction in costs for the disrupted dates. Proposed NE 2nd BD All agreed.
19. First Aid kit – see item 11, suggested to be fixed to the wall.
20. Internal door locks – PB looking at this but not at this meeting. ***REVISIT next meeting***
21. TH working group and our goal – already covered in item 10.

Any other business:

CCTV camera situated round by the public toilets has been broken, police are aware and dealing with this. Culprits were caught on CCTV.

Next Meeting - TBA
Next meeting:-

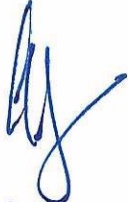
ALSTON TOWN HALL

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2022

	31/03/2022	31/03/2021
		£
Schedule		
INCOME		
Permanent Lettings	20,076	18,587
Lettings	1,728	0
Grants (Revenue)	13,510	25,179
Income for Caretaking	2,916	3,488
Income Gas/Electricity	6,762	6,551
Event & Bar Income	444	0
Other	700	2,312
TOTAL INCOME	46,136	56,117
EXPENDITURE		
Bookkeeping	0	0
Administration	362	222
Bookings Service	0	0
Cleaning	0	0
Heat/light	11,116	7,682
Insurance	2,489	2,540
Licence	178	70
Repairs and Maintenance	8,293	3,475
Professional fees	1,033	225
Water	1,477	171
Event Expenses	257	97
Sundry	0	0
Telephone	0	177
Wages	13,051	11,682
TOTAL EXPENDITURE	38,256	26,341
NET INCOME/EXPENDITURE	7,880	29,776
FUND BALANCES BROUGHT FORWARD		
General Funds	48,604	18,828
Project Account		
Total Funds	48,604	18,828
FUND BALANCES CARRIED FORWARD	56,484	48,604

Represented by

Bank Balance	58,264	40,992
Petty Cash	1	150
Debtors	3,029	3,851
VAT unclaimed	<u>2,901</u>	<u>3,611</u>
	64,195	48,604
Less		
Creditors	7,711	0
Accruals	<u>0</u>	<u>0</u>
	7,711	0
	<u>56,484</u>	<u>48,604</u>

 22/1/2023

Chris Storey FCA.

Chartered Accountant



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Alston Town Hall

On accounts for the year
ended

31st March 2022

Charity no
(if any)

222767

Set out on pages

3-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022

Responsibilities and basis
of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

22/1/23

Name:

Giles Storey

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

Address:

The Books Accountants

Westbourne House
Main Street
Haltwhistle
NE49 0AZ

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.



Alston Town Hall		Charity No (if any)	222767	CC17a
	04/01/2021	To	Period end date	
			31/03/2022	

Section A Statement of financial activities

Recommended categories by activity	Note	Restrictive income funds			Total this year	Total last year
		Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	£ F04	£ F05
Incoming resources (Note 3)						
Incoming resources from generated funds		0			0	0
Donations, legacies		13,510			13,510	25,179
Incoming resources from charitable activities		31,926			31,926	30,938
Other incoming resources		700			700	0
Total incoming resources		46,136			46,136	56,117
Resources expended (Notes 4-8)						
Administration		1573			1573	694
Cost of fundraising events		257			257	97
Insurance		2,489			2,489	2,540
Repairs, renewals and maintenance		8,293			8,293	3,475
Light, heat & water		12,593			12,593	7,853
Payroll		13,051			13,051	11,682
Total resources expended		38,256			38,256	26,341
Net incoming/(outgoing) resources before transfers		7,880			7,880	29,776
Gross transfers between funds		0				0
Net incoming/(outgoing) resources before other recognised gains/(losses)		7,880			7,880	29,776
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		0			0	0
Gains and losses on investment assets		0			0	0
Net movement in funds		7,880			7,880	29,776
Total funds brought forward		48,604			48,604	18,828
Total funds carried forward		56,484			56,484	48,604

Section B

Balance sheet

	Note	Restricted			Total this year	Total last year
		Unrestricted funds	income funds	Endowment funds		
		£	£	£	£	£
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets (Note 9)	B01	0			0	0
	B02	0			0	0
Investments (Note 10)	B03	0			0	0
Total fixed assets	B04	0			0	0
Current assets						
Stock and work in progress	B05	0			0	0
Debtors (Note 11)	B06	5,930			5,930	7,462
(Short term) investments	B07	0			0	0
Cash at bank and in hand	B08	58,265			58,265	41,142
Total current assets	B09	64,195			64,195	48,604
Creditors: amounts falling due within one year (Note 12)	B10	7711			7711	0
Net current assets/(liabilities)	B11	56,484			56,484	48,604
Total assets less current liabilities	B12	56,484			56,484	48,604
Creditors: amounts falling due after one year (Note 12)	B13	0			0	0
Provisions for liabilities and charges	B14	0			0	0
Net assets	B15	56,484			56,484	48,604
Funds of the Charity						
Unrestricted funds	B16	56,484			56,484	48,604
	B17	0			0	0
Restricted income funds (Note 13)	B18	0			0	0
Endowment funds (Note 13)	B19	0			0	0
Total funds	B20	56,484			56,484	48,604

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

Signature	Print Name	Date of approval

Note 1 **Basis of preparation**

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with*

✓

 Accounting Standards;
- or
- and with the Charities Act.

Financial Reporting Standards for Smaller Enterprises (FRSSE)

[** except for the following].

Give details in this box if a different standard has been followed.

* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

Give details in this box of any material changes that have been made.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years

Give details in this box of any material changes that have been made.

Note 2

Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES**Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Stocks and work in progress

These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

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