



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 1 Oct 2019** Period start date    **To: 30 Sept 2020** Period end date

**Charity name: John Castlehow Toppin Memorial Hall**

**Charity registration number: 222771**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>“for the use and benefit of persons of both sexes” (as set out in 1924 G.D.)</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Community functions, dances, youth and senior groups, (Young Farmers Group, Brownies, Tai chi, Youth Dodgeball, senior meals, keep fit etc), community groups, village school usage, meetings, community &amp; private parties, weddings, Harvest Supper, Christmas, New Years functions, Skelton Parish council, Skelton Show Meetings etc. We strive to benefit all, by providing a building with policies that welcome and advance a sense of community and inclusion.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Trustees have regard to Charity Commission Public benefit guidance.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>We functioned normally with village supported activities for all ages ethnicities and abilities, (see above). Our Christmas outdoor decorations &amp; lights, community carol sing and Christmas Panto provided a seasonal boost to the local area. We celebrated Village Halls Week with an Open Day of full activities, culminating in a Burns Night Ceilidh. As the Covid 19 Pandemic set in, we opened, as allowed by Govt guidance, becoming a Covid Secure facility, serving the local school, allowed national youth groups and all groups/classes, allowed under govt Covid rules. It was felt that keeping the village hall open was an important signal to the community that we continued to be available as much as possible.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>We received a £50K National Lottery Grant to begin major refurbishment. We received a £10K Covid 19 mitigation grant. Both of these have greatly increased our normal income. We are financially healthy with high expectations of being able to begin some refurbishment in the next year while continuing to serve the community.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We have reserve funds, to be used for our major refurbishment, ie for: grant fund matching, reimbursement grants etc. Formal policy in stage of development for Reserves, including Grant Funding</b>
Amount of reserves held	Para 1.22	<b>£60,000 subject to review</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust deed from 11 Sept 1924</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association, with 2 holding trustees. We have applied to the Land Registry for Official Custodian status. (Being processed by Land Registry as of 30 Sep 2020)</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees elected at annual AGM.</b>  <b>Chair, Secretary or Treasurer, if becoming vacant, may be selected from among sitting trustees.</b>  <b>Additional trustees may be appointed by continuing trustees.</b>  <b>Sitting trustees may appoint new trustees if the number drop below the minimum.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	John Castlehow Toppin Memorial Hall
Other name the charity uses	Skelton Toppin Memorial Hall
Registered charity number	222771

Charity's principal address	Skelton Toppin Memorial Hall C/O Bob Provoncha Pinecroft Skelton CA119SE

## 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	Robert Towers	Chair	Whole year	
2	Lyn Brunetti		Whole year	
3	Colin Atkinson		Whole year	
4	William Pearson		Whole year	
5	Joanna Simpson		Resigned 20 Apr 2020	
6	Nicola Higgins	Treasurer	Whole year	
7	Christine Sealby		Whole year	
8	Robert Provoncha	Secretary	Whole year	
9	James Murdock		From 26 Aug 2020	
10	Jean Parker		resigned 10 Feb 2020	
11	Helen Squires		resigned 11 May 2020	
12	Thomas Bell		resigned 19 Feb 2020	
13	Patricia Sanders		resigned 20 Apr 2020	
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Jennifer Grierson		
Doreen Millican		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Buildings and land only
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	John Castlehow Toppin Memorial Hall (DBA Skelton Toppin Memorial Hall)
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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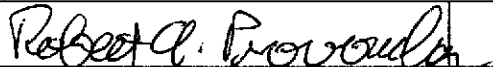
## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Alan Provoncha	
Position (eg Secretary, Chair, etc)	Secretary	

Date 27 JULY 2021



**Skelton Toppin Memorial Hall**  
**Income and Expenditure for the year ended 30 September 2020**

<b>2019-20</b>		<b>2018-19</b>	
<b>INCOME</b>		<b>INCOME</b>	
Hall Hire	2,991.25	Hall Hire	2,529.88
Hall Hire - Prior years income	0.00	Hall Hire - Prior years income	2,204.39
Events	290.00	Events	1,017.00
Interest	296.52	Interest	314.38
Youth Club	0.00	Youth Club	250.00
Brownies	330.00	Brownies	810.00
Church & Lunch Club	295.00	Church & Lunch Club	500.00
Donations	1,489.29	Donations	295.00
Recycling	117.71	Recycling	193.54
Sundries	150.00	Sundries	430.00
Investment income	4,939.93	Investment income	2,445.42
EDC COVID-19 grant	10,000.00	EDC COVID-19 grant	0.00
National Lottery village hall development grant	50,000.00	National Lottery village hall development grant	0.00
Total	70,899.70	Total	10,989.61
<b>EXPENDITURE</b>		<b>EXPENDITURE</b>	
Cleaning	1,608.70	Cleaning	1,272.00
Internet/Licences/Mobile	423.00	Internet/Licences/Mobile	597.26
Water rates	306.80	Water rates	318.36
Maintenance/Grounds	2,027.60	Maintenance/Grounds	5,455.07
Insurance	1,431.07	Insurance	1,632.41
Electric	603.11	Electric	677.28
Oil	1,226.65	Oil	0.00
Exercise tuition and training fees	985.00	Exercise tuition and training fees	0.00
Legal & Sundries	688.75	Legal & Sundries	3,447.61
Village Hall development costs	3,686.30	Village Hall development costs	0.00
Total	12,986.98	Total	13,399.99
Excess Expenditure over income	57,912.72	Excess Expenditure over income	-2,410.38
Increase in CCLA-COIF investment value	455.85	Increase in CCLA-COIF investment value	7,806.22
Assets as at 30 September 2019	155,103.44	Assets as at 30 September 2018	149,707.60
Assets as at 30 September 2020	213,472.01	Assets as at 30 September 2019	155,103.44
<b>Summary of assets as at 30 September 2020</b>		<b>Summary of assets as at 30 September 2019</b>	
Petty cash	115.00	Petty cash	115.00
Cumberland building society	101,009.12	Cumberland building society	37,205.12
Cumberland fixed interest deposit	24,324.62	Cumberland fixed interest deposit	24,107.00
Barclays current account	4,363.16	Barclays current account	3,934.15
Penrith building society	0.00	Penrith building society	6,537.91
CCLA-COIF investment	83,660.11	CCLA-COIF investment	83,204.26
	<u>213,472.01</u>		<u>155,103.44</u>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

JOHN CASTLEHOW TOPPIN MEMORIAL HALL

On accounts for the year  
ended

30/09/2020

Charity no  
(if any)

222711

Set out on pages

ONE

(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 30/09/2020.

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 (~~other than that disclosed below~~ \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed: Charles Roncoli

Date: 22/7/21

Name: CHARLES RONCOLI

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

ATT

Address:

3 RIVERMEAD, NEWTON REIGNY,  
PENRITH CUMBRIA  
CA11 0AP