



Trustees' Annual Report for the period

Period start date

From

Period end date

To

01

04
2020

31
03
2021

Section A

Reference and administration details

Charity name

CONONLEY VILLAGE INSTITUTE

Other names charity is known by

Registered charity number (if any)

223015

Charity's principal address

Cononley Village Institute

Main Street

Cononley, KEIGHLEY

Postcode
BD20 8NT

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

Cononley Parish Council

N/A

Whole year

N/A

2

3

4

10

11

12

13

14

15

16

17

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

Name
Dates acted if not for whole year

Names and addresses of advisers (Optional information)
Type of adviser
Name
Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Trust Deed Constitution

How the charity is constituted
(eg. trust, association, company)

Unincorporated Trust

Trustee selection methods
(eg. appointed by, elected by)

Sole Trustee Parish Council

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.

The Trust is managed in accordance with general trust law and local government law and procedures. The day to day management of the trust is carried out by an advisory committee whose decisions and actions are authorised by the Sole Trustee through a monthly authorisation process. The sole trustee manages risk with advice from the committee.

Section C

Objectives and activities

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

To manage the Village Institute and associated activities as a community resource for the benefit of the residents of Cononley

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 provision of the building to hirers both commercial and private for regular hire and personal events. Central is its use by a Nursery, providing an important facility to the village. Other regular hirers provide mainly exercise classes, although there is a thriving Art Club. It is also regularly used by community members for a range of parties, and the Institute itself organises a number of community events.

Because of the Pandemic virtually all regular and casual use, plus events were cancelled in this financial year. However the Nursery was able to operate for the second half of the year.

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.

The volunteer base this year has largely been confined to the 8 members of the Advisory committee who have managed the implementation of Covid controls and maintained care of the building, including the refurbishment of the roof.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Covid pandemic precautions have impacted greatly on the Institute's finances in 2020/2021. Hire income at £4,367, primarily income from the Nursery that was able to operate in the latter part of the year, was 30% of that in 2019/2020, and event income was just 6% of the previous year. Although the running costs did reduce by 39% year on year, there was still a loss of £4,607 on operating the Institute.

However, village halls were able to access, through Craven District Council, the Business Support grant scheme and the Institute gained grants totalling £20,636 in this year. A portion of the grant funded the additional precautions required and £5176 was moved in the year to Unrestricted funds to compensate for the loss of hire income. The remainder of the grants is being held in a Recovery fund.

Despite the problems it was possible to fund, from the Maintenance reserve previously built up, and some Unrestricted funds, the major refurbishment of the clock tower and surrounding roof (£15061) and replacement of radiators that had deteriorated (£943).

Due to the grants given the Institute continues to find itself in a stable financial condition and able to not only support an active restart to activities in 2021 but also able to begin rebuilding its Maintenance Reserve.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity maintains a restricted reserve of £15k, authorised by the Sole Trustee, to cover any unexpected losses, such as loss of a key hirer or maintenance requirements. An additional £3k per year, from Hire charges, is put into a maintenance reserve to fund ongoing refurbishment and major maintenance activity.

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.

Funds from events are also put to the Maintenance reserve to be used to develop the facilities of the building

Funds from the Maintenance reserve are used for major maintenance/renewal items. The Development reserve is used for new equipment/ modification which enhance the Institute's use.

Section F Other optional information

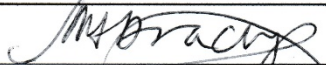
--

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



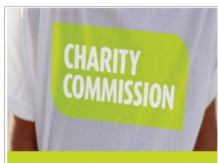
Full name(s)

MICHAEL STUART DRACUP

Position (eg Secretary, Chair, etc)

Member of Sole Trustee

2nd July 2021

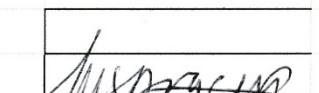


Charity Name		No (if any)		CC16a
Cononley Village Institute		223015		
Receipts and payments accounts				
For the period from	Period start	To	Period end date	
	01/04/2019		31/03/2020	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire (Nursery)	4060	0	0	4060	7900
Regular Hire	108	0	0	108	4218
Casual Hire	199	0	0	199	2279
Other Income		0	0	0	
Event Income	551		0	551	9066
Grants		20636	0	20636	
Donations			0	0	
Interest		32		32	107
VAT Repaid		346	0	346	
Sub total (Gross income for AR)	4918	21014	0	25932	23570
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	4918	21014	0	25932	23570
A3 Payments					
Bank Charges	72	0	0	72	85
Licences/Rates	437	0	0	437	823
Developments	0		0	0	600
Maintenance/Inspections	3145		0	3145	4421
Covid Costs		616		616	
Major maintenance/Renewal		13337		13337	
Caretaker/Booking Agent	3250		0	3250	3500
Gas	1470		0	1470	1921
Water	206		0	206	1124
Electricity	15		0	15	2274
Telecomms	626			626	626
Event Expenses	210			210	3711
Shared Profit Payment				0	1798
Fund Raising				0	
Health and Safety	18	0		18	
VAT Paid	75	2667	0	2743	
Sub total	9525	16620	0	26146	20883
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	
Sub total	0	0	0	0	0
Total payments	9525	16620	0	26146	20883
Net of receipts/(payments)	-4607	4393	0	-214	2687
A5 Transfers between funds	4000	-4000	0	0	0
A6 Cash funds last year end	5540	40185	0	45725	
Cash funds this year end	4033	40578	0	45611	

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Unrestricted	4933	0	0
	Development	0	9912	0
	Major maintenance		822	
	Recovery		14844	
	General Reserve	0	15000	0
	Total cash funds	4933	40578	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		M. DRACUP	2/7/21	



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

Charity Name
Cononley Village Institute

On accounts for the year
ended

31/3/2021

Charity no
(if any) 223015

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2021

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").

Independent
examiner's statement

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.

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:

AK Brown

Date:

19 Jun 2021

Name:

Andrew Kenneth BROWN

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

B.Sc (Econ)
M.Sc (Econ)
Swansea University

Address:

Sunny Bank, Main Street, Cononley, BD20 8LL

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.

N/A