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## Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

01

04  
2021

31  
03  
2022

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 reviewed by the Sole Trustee and, when appropriate, authorised by the Sole Trustee, usually 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 such as a Scarecrow festival, Christmas Fair, Music Mayhem and a monthly Cinema Club..

### **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 core volunteer base is the 8 members of the Advisory committee who run the Institute and organise events, repairs and developments. Additionally there are 10- 20 volunteers who help at events on the day.

**Summary of the main achievements of the charity during the year**

The key achievement was managing the gradual reopening of the Institute with the Nursery returning at an early stage followed by some of the regular users (Art club, Pilates etc) and Institute events like the “Cononley is Back” event at the end of July which allowed a range of Cononley Community groups to engage with new and old users. Regular users and events started largely in the Autumn with some disruption from the Omicron variant of Covid in December /January.

At the same time improvements were undertaken with additional storage space being made in the store room loft and work to cure a persistent roof leak.

Further recovery grants were received in the period and continue to be used for additional costs from the pandemic.

**Brief statement of the charity's policy on reserves**

The charity maintains a general reserve of £15,000 to cover major unexpected expenditure. Additionally a reserves are maintained for major maintenance items and for new developments for the building or developing new activities. The Covid recovery grants are currently held in a recovery reserve and their use will be reviewed in the 22-23.

**Details of any funds materially in deficit**

**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.

The charity's principal funding is from hire charges especially from the Nursery (£6500), regular users and casual users. Additionally events provide some funds as well as activities for the Cononley Community.

In this way the Institute and its expenditure fulfil the key aim of supporting the Cononley community.

**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 SIVINDÉN

Position (eg Secretary, Chair, etc)

CHAIR

Date

11 October 2022





Charity Name	No (if any)
Cononley Village Institute	223015

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2021		31/03/2022

### 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 £
<b>A1 Receipts</b>					
Hire (Nursery)	6499	0	0	6499	4060
Regular Hire	2326	0	0	2326	108
Casual Hire	1733	0	0	1733	199
Other Income	262	0	0	262	0
Event Income	1197	0	0	1197	551
Grants		10667	0	10667	20636
Donations		0	0	0	0
Interest		30	0	30	32
VAT Repaid		2692	0	2692	346
<b>Sub total (Gross income for AR)</b>	<b>12016</b>	<b>13389</b>	<b>0</b>	<b>25405</b>	<b>25932</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>12016</b>	<b>13389</b>	<b>0</b>	<b>25405</b>	<b>25932</b>
<b>A3 Payments</b>					
Bank Charges	72	0	0	72	72
Licences/Rates	244	0	0	244	437
Developments	0		0	0	0
Maintenance/Inspections	2643		0	2643	3145
Covid Costs		402		402	616
Major maintenance/Renewal				0	13337
Caretaker/Booking Agent	3250		0	3250	3250
Gas	2492		0	2492	1470
Water	338		0	338	206
Electricity	890		0	890	15
Telecomms	650			650	626
Event Expenses	407			407	210
Shared Profit Payment				0	0
Fund Raising				0	0
Health and Safety	54	0		54	18
VAT Paid	94		0	94	2743
<b>Sub total</b>	<b>11133</b>	<b>402</b>	<b>0</b>	<b>11535</b>	<b>26146</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	
	0	0	0	0	
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>11133</b>	<b>402</b>	<b>0</b>	<b>11535</b>	<b>26146</b>
<b>Net of receipts/(payments)</b>	<b>883</b>	<b>12987</b>	<b>0</b>	<b>13870</b>	<b>-214</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>4933</b>	<b>40577</b>	<b>0</b>	<b>45510</b>	<b>#</b>
<b>Cash funds this year end</b>	<b>5816</b>	<b>53564</b>	<b>0</b>	<b>59380</b>	

## 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	5816	0	0
	Development	0	9912	0
	Major maintenance		11009	
	Recovery		17813	
	General Reserve	0	15000	0
	<b>Total cash funds</b>	<b>5816</b>	<b>53564</b>	<b>0</b>
	(agree balances with receipts and payments account(s))			


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

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

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

	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
	MICHAEL SWINDEN	11/10/22

CCXX R2 accounts (SS)

2

13/08/2022





# 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

31/3/2022

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").

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:

AT Brown

Date:

12th Aug 2022

Name:

County Councillor Andrew BROWN

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

M.Sc (Econ) PGCE  
B.Sc (Econ)

Address:

Sunny Bank, Main Street, Cononley  
BD20 8HL

### 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.

I have examined the accounts and am satisfied that they are a true and honest record of activities and that the activities fall within the legitimate purpose of the organisation

A/K Brown

12th Aug 2022