



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 April 2020	To	31 March 2021

## Section A Reference and administration details

**Charity name** The Victoria Institution

**Other names charity is known by** Cliviger Village Hall

**Registered charity number (if any)** 224126

**Charity's principal address** 380 Burnley Road

Cliviger

**Postcode**

BB10 4SU

### 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	Alan Scholes	Chair		
2	Marion Beck	Treasurer		
3	Moya Duckworth	Secretary		
4	Ivor Emo	Vice Chair		
5	Alex Williams			
6	Michael Heys			
7	Maggie Crooks			
8	Miriam Shorrocks			
9	Paula Riley		1 April 2020 – 3 February 2021	
10	Dorothy Shalliker			
11	Dorothy Stott			
12	Catherine Briggs			
13	Joan Ramsden			
14	Cosima Towneley			
15	Kathleen Wilson			
16				
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

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Scheme
How the charity is constituted <i>(eg. trust, association, company)</i>	Committee of management managing trustees
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Nominated and elected onto the committee

### 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.

Trustees are given written information concerning their roles and responsibilities.

A member of community futures

## Section C Objectives and activities

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

Provision and maintenance of the village hall for the use of residents of the parish of Cliviger to provide educational and leisure time activities.

**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)**

All activities fit with the guidance issued by the charity commission on public benefit.  
Monday club.  
Fitness class.  
WI Group.  
Yoga.  
Dog training.  
Pilates.  
Whist and dominoes.  
Playgroup.  
Parish Council meetings.  
Concerts – quizzes – socials.  
Afternoon teas.  
Charity events.  
Archives displays.  
Flower show.  
Local information presentations.

#### **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.

We apply for grant funding to meet the costs of specific projects.

We are entitled to apply to The Cliviger Benefit Fund (Scottish Power Coal Clough Wind Farm) each year.

We are run totally by volunteers. We have a large active committee and many other volunteer helpers.

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

For most of the year the Village Hall has been in lockdown in accordance with the Government regulations on Covid 19.

All the regular user groups have been given updates during the year. They have all expressed a wish to return to resume activities as soon as possible, the only exception being the After Schools Club who found alternative accommodation and will not be returning. The trustees have continued to function by holding meetings on Zoom every two months. Cleaning and minor repairs have taken place on a regular basis and the weekly maintenance check has been carried out and a log kept.

During the year a screen, projector and public address system including mixing deck and microphones have been installed using the Cliviger Benefit Fund Grant. All the Trustees were willing to serve for the year despite the difficulties and restrictions. Sadly, Paula Riley, one of our Trustees died suddenly in January.

Plans for the future and already in place to resume activities as soon as restrictions are lifted and we look forward to a full programme of events.

## Section E

## Financial review

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

Regular information from our treasurer. Always work within our budget. Ensure we have enough reserves.

**Details of any funds materially in deficit**

None.

### 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.

Basic funding for running costs and expansion comes from user group income and special fund raising events organised by the committee.

Application for outside funding for specific projects has also been successful.

## 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)		M. Beck
Full name(s)	Alan Scholes	Marion Beck
Position (eg Secretary, Chair, etc)	Chair <i>Alan Scholes</i>	Treasurer
Date	18 May 2021	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Victoria Institution

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

224126

**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**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:**

*M Heys*

**Date:**

18 May 2021

**Name:**

Michael Heys

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

FCCA ACA

**Address:**

Charter House

Stansfield Street

Nelson BB9 9XY

**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.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Victoria Institution

224126

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2020

To

Period end date  
31/03/2021

### 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 of hall	1,234	-	-	1,234	7,851
Fundraising events	-	-	-	-	2,209
Bank interest	-	-	-	-	19
Grants	19,670	7,961	-	27,631	51,743
Donations	25	-	-	25	4,476
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>20,929</b>	<b>7,961</b>	<b>-</b>	<b>28,890</b>	<b>66,298</b>
<b>A2 Asset and investment sales, (see table).</b>					
Loan	-	-	-	-	2,000
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>
<b>Total receipts</b>	<b>20,929</b>	<b>7,961</b>	<b>-</b>	<b>28,890</b>	<b>68,298</b>
<b>A3 Payments</b>					
Repairs and maintenance	443	-	-	443	4,891
Sound system	1,044	7,961	-	9,005	-
Kitchen and toilet improvements	-	-	-	-	81,017
Lighting and heating	1,385	-	-	1,385	1,428
Water and sewage	245	-	-	245	434
Insurance	957	-	-	957	933
Professional fees	300	-	-	300	300
Printing, postage and stationary	19	-	-	19	93
Rent	20	-	-	20	20
Cleaning and housekeeping	1,213	-	-	1,213	2,277
Cost of fundraising	-	-	-	-	896
Donation	-	-	-	-	300
Sundry expenses	25	-	-	25	217
Archive expenses	-	-	-	-	359
	-	-	-	-	-
<b>Sub total</b>	<b>5,651</b>	<b>7,961</b>	<b>-</b>	<b>13,612</b>	<b>93,165</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Loan repayment	2,000	-	-	2,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>Total payments</b>	<b>7,651</b>	<b>7,961</b>	<b>-</b>	<b>15,612</b>	<b>93,165</b>
<b>Net of receipts/(payments)</b>	<b>13,278</b>	<b>-</b>	<b>-</b>	<b>13,278</b>	<b>- 24,867</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,536</b>	<b>-</b>	<b>-</b>	<b>3,754</b>	<b>28,621</b>
<b>Cash funds this year end</b>	<b>16,814</b>	<b>218</b>	<b>-</b>	<b>17,032</b>	<b>3,754</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 £
<b>B1 Cash funds</b>	Cash in hand	15	-	-
	Current account	16,788	-	-
	Deposit account	11	218	-
	<b>Total cash funds</b>	<b>16,814</b>	<b>218</b>	<b>-</b>

(agree balances with receipts and payments account(s))

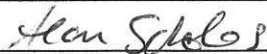

	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	A Scholes	18-May-21
	M Beck	18-May-21