



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2020**
To **31 March 2021**

Charity name: Lancaster Hall

Charity registration number: 230889

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision of a village hall for the benefit of the inhabitants of the Parish of Send and surrounding area without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
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	<p>Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure in the interests of social welfare.</p> <p>The hall is in use most days of the week for a variety of activities including pre-school play groups, Girl Guides, dog training, yoga, zumba, body fitness, freemasons, singing & dancing groups and adult & junior amateur dramatics.</p> <p>The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising fayres.</p> <p>The hall also has office space to rent which is currently used by the local parish council and a self contained flat that is let on a commercial basis.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees consider these activities to be consistent with Charity Commission guidance on providing for the public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The hall does not provide grants.

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The hall is managed by volunteers from the local community who meet once per month (except August and December) to discuss hall matters as well as being available as required to attend to various matters at the hall.
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>As a result of the global COVID-19 pandemic the hall received grants from Guildford Borough Council amounting to £20,193. Part of these funds were used on much needed hall renovations – such as replacement of external windows and doors, painting of the external windows and fire exit stairs, re-varnishing the stage and corridors, clearing and renovating the garden and rear car park and repainting the car parking spaces.</p> <p>Debts were cleared from the past especially in relation to a pre school nursery that owed approximately £5000 in unpaid hall hire fees. Following a small claims court claim the director of the company and the hall committee came to an arrangement of regular payments to the hall to clear the debt.</p> <p>The long-standing caretaker retired and was replaced with a new caretaker who has revised responsibilities over the prior caretaker.</p> <p>Hall hire rates and flat rental were not increased in April 2021 and will be reviewed again in 12 months.</p> <p>All achievements noted above benefit the hall and the wider community to ensure the hall is a pleasant place to hire and ensured its continued financial viability.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	Grants received from Guildford Borough Council.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The global pandemic put pressure on the hall's finances however expenses were reduced significantly, and the hall was expected to break even thankfully due to the continued payments of rent for the office hire (Send Parish Council) and the commercial renting of the flat. Grants received from Guildford Borough Council were gratefully received and put to good use in much needed hall renovations and covering running expenses.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As a result of the global pandemic and the receipt of grants from Guildford Borough Council we held funds in the event the hall was to remain closed for a prolonged period and should further lockdowns occur at a later point. Funds were also held to cover ongoing repairs and maintenance that are required.
Amount of reserves held	Para 1.22	Approximately £10,000 at 31 March 2021. This has since been set aside in a savings account with CAF Bank.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	Funding is from the renting of the halls and office space to the community and parish council as well as from the rental of a self-contained flat to the local church.
Investment policy and objectives including any social investment policy adopted	Para 1.46	None
A description of the principal risks facing the charity	Para 1.46	<p>The increasing costs of lighting, heating and water.</p> <p>The hall is over 100 years old and requires constant maintenance. This puts pressure on the finances and there is a risk major works will be required in the future.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Trust
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	Trust Deed governs the appointment of trustees and other members

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	Para 1.51	

charity works		
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Lancaster Hall
Other name the charity uses	
Registered charity number	230889
Charity's principal address	28 Send Road Send Surrey GU23 7ET

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	Mark Clover	Chairman		
2	Amanda Vaughan	Secretary		
3	Justin Addison-Smith	Treasurer		
4	Fredrick Hookins			
5	Wendy Hulme			
6	Linda Jones		Until 22 September 2020	
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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	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
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)		
Position (eg Secretary, Chair, etc)		
Date		

Lancaster Hall

Receipts and Payments Account For the year ended 31 March 2021

	<u>2020/21</u>	<u>2019/20</u>
	£	£
Balances at 1 April 2020		
Bank current account	4,514	2,556
Rental Deposit Repayable	-800	0
	<u>3,714</u>	<u>5,503</u>

Revenue Receipts

Hire of halls	4,379	19,074
Rental income from flat	9,960	11,260
Charitable Donations	8	0
Grants	20,193	0
	<u>34,539</u>	<u>30,334</u>

Revenue Payments

Bank charges	69	140
Caretaker cleaning materials	242	968
Caretaker & Expenses	891	6,284
Cleaning (Cleaner & Window Cleaner)	225	2,081
Council Tax on flat	0	-208
Hall Booking Administrator	370	1,350
Insurance	2,274	2,218
Legal Fees	185	0
Lighting, Heating & Water	4,853	11,505
Marketing, Advertising & Website	432	440
Licenses and Certificates	481	398
Paypal Fees	0	70
Rates	0	504
Repairs and Renovations	13,794	5,876
Sundries	97	62
Telephone & WIFI	201	434
	<u>24,115</u>	<u>32,123</u>

Excess of receipts over payments	10,424	-1,789
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Balances at 31 March 2021

Bank current account	14,939	4,514
Rental Deposit Repayable	-800	-800
	<u>14,138.87</u>	<u>3,714</u>

Signed:



Justin Addison-Smith (Treasurer)

Dated: 6 May 2021



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

LANCASTER HALL

On accounts for the year
ended

31 MARCH 2021

Charity no
(if any)

230889

Set out on pages

(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

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:

Date:

9/8/2021

Name:

CHRISTOPHER WYE

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

CIMA

Address:

CHESTNUT, SANDY LANE
SEND
SURREY GU23 7AP