



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2021
date

Period start date 31st March 2022 Period end

Charity name: **Clanfield Parish Institute**

Charity registration number: **232189**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Clanfield Parish Institute comprises a maximum of six trustees, all volunteers, responsible for the management and maintenance of Clanfield Memorial Hall which is the village hall and includes the village war memorial.
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	The Clanfield Parish Institute manages and maintains the Memorial Hall enabling it to be available to the community to hire for activities and events. Proceeds from the hire provide the majority of funding for maintenance and improvement
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	It is confirmed that the trustees are aware of and have regard to guidance issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	The trustees are all volunteers, contributing mainly their time and skills to deal with all matters relating to management of the Memorial Hall.

Other		
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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	The Clanfield Parish Institute manages the Memorial Hall to allow hirers and users, village and wider community residents, to have a safe and comfortable environment in which to carry out their various activities, allowing villagers and the wider community to take part in those activities.

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	Please refer to Report and Accounts for the financial year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserve account balance is seen as financially prudent and provides a safety net for the organisation.
Amount of reserves held	Para 1.22	£20,000 - 25 000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

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	Hirers payments
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	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable 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	By interview following advertisement , ssessment of qualification criteria and completion of application form. Appointment to be approved by majority of/all trustees

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	New trustees are provided with copies of the conveyancing, deeds and variation of deeds to have an understanding of the aims and objectives.
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	Clanfield Parish Institute
Other name the charity uses	Clanfield Memorial Hall
Registered charity number	
Charity's principal address	17b South Lane Clanfield Waterlooville PO8 7RB

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 trustee (if any)
1	Lynne Pritchard			
2	Julia Hoskins	Chair	Until Jan 22	
3	Nic Hoskins	Treasurer	Until Jan 22	
4	Ryan Hicken			
5	Rosemary Clarke			
6	John Thomson		Until April 22	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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		

Registered Charity Number
232189

Clanfield Parish Institute

Report and Accounts

31st March 2022

Clanfield Parish Institute
Report and accounts
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Clanfield Parish Institute
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees
on the accounts of the Charity for the year ended 31 March 2022

I report on the financial statements of the Charity on pages 2 to 5 for the year ended 31st March 2022 which have been prepared on a Receipts and Payments basis. A Receipts and Payments basis does not account for debtors, creditors, accruals and prepayments, but such a presentation is permitted by law for smaller charities.

The Charity's trustees are responsible for the preparation of the accounts. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the accounts be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:-

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the accounts, and in particular, I express no opinion as to whether the accounts give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that this is a report in respect of an examination carried out under section 145 of the Act and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable; and that no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 130 of the Act;

(ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act;

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;

.....
D B Heelan

1 The Briars
Waterberry Drive
Waterlooville
PO7 7YH

Clanfield Parish Institute
Statement of Receipts and Payments
for the year ended 31 March 2022

	Unrestricted Funds	Restricted Funds	Total Funds
	2022 £	2022 £	2022 £
Revenue Receipts			
Gross Trading Receipts	28,591	-	28,591
Total Revenue Receipts	28,591	-	28,591
 Payments relating directly to charitable activities	16,238	-	16,238
<i>Audit/independent examination</i>	399	-	399
<i>Preparation of annual accounts</i>	150	-	150
Total Revenue Payments	16,787	-	16,787
 Net Receipts/(net payments)	11,804	-	11,804
 Net Surplus/(net deficit)	11,804	-	11,804

Clanfield Parish Institute
Statement of Assets and Liabilities

as at 31 March 2022

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Cash funds				
Cash and bank balances at start of year	20,211	1,250	21,461	29,736
Movement on Receipts and Payments Account	11,804	-	11,804	(8,275)
Cash and bank balances at the end of the year	32,015	1,250	33,265	21,461

Clanfield Parish Institute Trustees

Approved by the board of trustees on 19 November 2022

Clanfield Parish Institute
Analysis of Receipts and Payments
for the year ended 31 March 2022

	Unrestricted Funds	Restricted Funds	Total Funds
	2022	2022	2022
	£	£	£
Receipts			
Gross Trading Receipts	28,591	-	28,591
Payments			
Payments relating directly to charitable activities			
<i>Support costs of charitable activities</i>			
<i>Direct support costs</i>			
Costs for services provided & expenses	268	-	268
	268	-	268
<i>Management and administration costs in support of charitable activities</i>			
<i>Premises Costs</i>			
Utilities, rent and service charges	5,887	-	5,887
Insurance	1,742	-	1,742
Cleaning	5,402	-	5,402
Premises repairs and renewals	2,465	-	2,465
	15,496	-	15,496
<i>General administrative expenses:</i>			
Telephone and fax	474	-	474
	474	-	474
Total Support costs	16,238	-	16,238
<i>Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work</i>			
Accountancy costs in preparing annual accounts	150	-	150
Independent Examiner's Fees	399	-	399
Total governance costs	549	-	549

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