



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	Jan	2021	To	31	Dec	2021

Section A Reference and administration details

Charity name	Pant Memorial Institute	
Other names charity is known by	Pant Memorial Hall	
Registered charity number (if any)	240435	
Charity's principal address	Pant Memorial Hall	
	Pant	
	Oswestry, Shropshire	
Postcode	SY10 9QG	

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	Mrs Agnes Barbour		To 28/1/21	
2	Ms Helen Gerald	Secretary		
3	Ms Zoe Paskins		To 11/3/21	
4	Mrs Beryl Phillips			
5	Mr Richard Sheehan			
6	Mrs Sandra Tindle			
7	Mr Shaun Fisher	Treasurer		
8	Mrs Ruth Allcock	Vice Chair		
9	Mrs Cherry Hayward			
10	Mrs Rosalie Kynaston			
11	Mr Sean Bish	Chair		
12	Ms Sharon Koch			
13	Ms Sarah Freshwater	Booking secretary	From 11/3/21	
14				
15				
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
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Official Custodian of charities	Note; custodian for land only. No management role.
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

Section B Structure, governance and management

Description of the charity's trusts

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

Indenture dated 9 Feb 1922, plus replacement clause 2 approved by charity commission

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

Unincorporated

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

By public election at the AGM

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.

All the relevant operational documents are now in place.

These are:

Financial Policy
Hiring Policy
Health and Safety Policy
Risk Assessment
Budget
Data Protection Policy
Safeguarding Policy
Asbestos Management Plan

These documents are all regularly reviewed, spread over the committee meetings.

Section C Objectives and activities

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

"To provide a Village Institute and Reading Room as a memorial to the Great War, to be used in perpetuity under the name of the Pant War Memorial Institute as a reading room, club and village institute for general purposes for the use of all residents in Pant, and otherwise for the benefit of the inhabitants of the said village.

Said institute shall be for the public purpose without regard to sex, religious or political opinions."

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)

To safeguard the charity (i.e. the hall) for the public benefit the following actions have been taken since the last report:

- We confirm that the trustees have had regard to the Charity Commission guidance on public benefit.
- Due to the efforts of the trustees, the hall provides a venue for groups that might not otherwise be able to operate if it was hired at commercial rates.
- We maintain an active online presence with a regularly updated website (including an online events calendar) and a Facebook page which now has over 300 followers.

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.

As well as the trustees, there is one volunteer (Mr A Morrison) whose considerable contribution includes regular testing of fire safety and first aid equipment.

The committee were deeply saddened by the death of long-serving trustee Mrs Agnes Barbour on 28th January 2021. Mrs Barbour had been an active part of the committee for over 40 years, acting as chair for 35 years until 2018. She also made a huge contribution to many other local charities and events, and was a friend to many. She will be greatly missed.

Summary of the main achievements of the charity during the year

After a brief reopening from September to December 2020, the hall was closed again under legislation. We were able to reopen to organised groups from 17th May 2021, and to all hirers from 17th July 2021. During this time the hall was cleaned fortnightly and regularly checked. Grounds maintenance continued as normal, and was noted by the locals to be a good morale booster.

The covid-19 subcommittee continued to meet via the zoom platform as required. We monitored the situation and provided facilities and information to enable hirers to use the hall as safely as possible. Policies included a maximum of 3 hires a day, an 'air gap' of an hour between one organiser leaving and the next arriving and a relaxed cancellation policy of 'any time up to event start at no charge'.

Bookings increased gradually as time went on. Although we are nowhere near the level of use we had previously, there is now an event on most days. In particular we are pleased to welcome back family gatherings and children's parties.

We received further support grants totalling £16,097 via Shropshire council. With this and previous funding, we decided to offer a 'restart rate' of £5 an hour to all hirers up to 31/12/21.

Despite the closure, we were able to make continued improvements to the hall. These included new furniture funded by the Tirgwynt Wind Farm community fund. We now have a set of 20 child size chairs and four child height tables in cheerful colours, as well as 15 more new adult chairs with padded seats.

With the centenary of the hall approaching in 2022, we applied for grants to carry out an improvement project. We were delighted to be awarded £20,000 from the People's Postcode Lottery fund and £9,905 from the National Lottery Community Fund. This money will be used to install solar panels and batteries, a new heating system, a new hot water system, improved insulation and associated internal improvements to the building. The project encountered contractor and supply chain issues, but is scheduled to be completed in the first half of 2022.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has produced a reserves policy as part of the financial policy. The reserves are held to cover maintenance and repairs which would not be covered by insurance, and to provide a year's running costs for the building should there be a drop in income. This paid off due to the pandemic closure.

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.

In normal times, income for the hall comes primarily from hire fees to both commercial and private hirers. Fees are kept as low as possible to fulfil the requirement for public benefit.

The charity does not make investments.

We hold and maintain a detailed budget covering running costs, planned expenditure and contingency reserves. This is briefly reviewed at every meeting and in full detail at the February meeting when the committee sets the hire rates for the following year.

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)

Sean Bish

Full name(s)

Sean Bish

Position (eg Secretary, Chair, etc)

Chair

Date

02/04/2022

Pant Memorial Institute Year End 2021
Income and Expenditure

INCOME

TSB Current Account b/f	<u>£2,336.69</u>
Corporate Hire	£795.50
Classes	£1,114.00
Private Hire	£351.00
Bank Interest	£254.68
Sales of Assets	£30.00
Direct Sales	£1.77
Donations	£236.84
Grants	£47,030.00
 Total Income	 <u>£49,813.79</u>
 Transfer from TSB Savings	 £12,300.00
Transfer from CAF Saver	£10,000.00
Transfer from Petty Cash	£50.00
	<u>£22,350.00</u>
 Petty Cash b/f	 £83.22
Paypal b/f	£0.99
Credits Outstanding	£218.88
Income Accrued in 2020	£138.00
	<u>£441.09</u>

EXPENDITURE

Marketing	£0.00
Miscellaneous Expenses	£65.90
Water	£72.49
Electricity	£672.08
Postage	£0.00
Mobile Phone	£20.00
Stationery	£2.50
Professional Fees	£561.78
Repairs and Renewals	£2,428.00
Cleaning	£1,043.86
Premises Expenses	£402.22
Grounds Maintenance	£495.00
Subscriptions	£35.00
Insurance	£654.03
 Total Expenditure	 <u>£6,452.86</u>
 Capital	 £0.00
Furniture & Fixtures	£1,355.54
	<u>£1,355.54</u>
 Transfer to TSB Savings	 £44,915.06
Transfer to Cambridge Bank	£20,000.00
	<u>£64,915.06</u>
 Petty Cash c/f	 £90.27
Paypal c/f	£0.00
Debits Outstanding	£502.50
	<u>£592.77</u>
 TSB Current Account c/f	 <u>£1,625.34</u>

Pant Memorial Institute Year End 2021
Profit and Loss Account

For period: 01/01 - 31/12	2021	2020	2019
INCOME:			
Corporate Hire	£795.50	£1,210.00	£2,657.50
Classes Hire	£1,114.00	£1,172.00	£5,538.00
Private Hire	£351.00	£107.00	£697.00
Bank Interest	£254.68	£191.30	£236.70
Sales of Assets	£30.00	£40.00	£30.00
Direct Sales	£1.77	£2.00	£640.69
Donations & Compensation Received	£236.84	£308.90	£585.92
Grants	£47,030.00	£15,333.60	£2,000.00
TOTAL INCOME:	£49,813.79	£18,364.80	£12,385.81
LESS EXPENDITURE:			
Water	-£72.49	-£137.58	-£112.09
Electricity	-£672.08	-£1,132.30	-£1,804.72
Postage	£0.00	-£7.32	£0.00
Mobile Phone Charges	-£20.00	-£10.00	-£20.00
Legal	£0.00	£0.00	£0.00
Audit	£0.00	£0.00	£0.00
Repairs & Renewals	-£2,428.00	-£3,428.78	-£1,281.22
Cleaning	-£1,043.86	-£1,602.97	-£1,361.86
Grounds Maintenance	-£495.00	-£290.00	-£467.50
Subscriptions	-£35.00	-£35.00	-£35.00
Insurance	-£654.03	-£635.82	-£638.50
Other Admin Expenditure	-£1,032.40	-£507.66	-£921.09
TOTAL EXPENDITURE:	-£6,452.86	-£7,787.43	-£6,641.98
PROFIT/LOSS:	£43,360.93	£10,577.37	£5,743.83

PANT MEMORIAL INSTITUTE
Balance Sheet 31/12/21
 (All values reported in GBP Sterling)

Fixed Assets

0012	Capital	2,787.98
0040	Furniture and Fixtures	4,057.85
	Total Fixed Assets	<u>6,845.83</u>

Current Assets

1100	Debtors Control Account	502.50
1200	Current Account	1,625.34
1213	Business Instant Access	53,301.22
1215	Cambridge & Counties Bank 5 Year Bond	10,000.00
1216	Cambridge & Counties Bank 2 Year Bond	10,000.00
1230	Petty Cash	90.27
	Total Current Assets	<u>75,519.33</u>

Current Liabilities

2100	Creditors Control Account	218.88
	Total Current Liabilities	<u>218.88</u>

NET Current Assets **75,300.45**

Total Assets less Current Liabilities **82,146.28**

Long Term Liabilities

Total Long Term Liabilities **0.00**

NET Assets **82,146.28**

Capital and Reserves

	P&L Account	43,360.93
3101	Retained Profit & Undistributed Reserves	38,785.35
	Total Capital and Reserves	<u>82,146.28</u>

Pant Memorial Institute Year End 2021
Income and Expenditure

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I have examined the above Accounts and Balance Sheet for the year to 31 December 2021 and would confirm they are correct and in accordance with the books and records supplied to me



K J Winter FCA

16/2/02

Date