



Trustees' Annual Report for the period

From

Period start date

To

Period end date

Day
1

Month
1

Year
2020

Day
30

Month
12

Year
2020

Charity name

Cassel Hall Trust

Other names charity is known by

Registered charity number (if any)

267545

Charity's principal address

West Street

Lilley

Herts

Postcode

LU2 8LH

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 Janice Moore

Chair

2 Colin Holmes

Treasurer

3 Hilary Holmes

Bookings / Parish Council

4 Paul Ashby

Cricket Club

5 Elizabeth Sheppard

6 Rahel Wyss

7 Beryl Rowe

W.I.

8 Steven Patmore

9 Vivienne Goodwin

Neighbourhood Watch

10 Regine Soulie

11 Andrew McKenna

Parish Council

12

13

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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**

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| | | |

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

| |
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| |
|--|

Description of the charity's trusts**Type of governing document**

(eg. trust deed, constitution)

Trust Deed 25th July 1970**How the charity is constituted**

(eg. trust, association, company)

Trust

Trustee selection methods

(eg. appointed by, elected by)

Trustees are appointed or reappointed annually.

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.

Policies and procedures are supplied to all users of the hall. These include:

- Booking Form
- Terms and Condition of hiring
- Covid Risk Assessment
- Fire Risk Assessment
- Emergency Fire Plan
- Do's and Don'ts list
- Privacy Notice

We also have a GDPR policy which has a procedure within it should a breach occur.

There are also policies to cover Health and Safety and Equal Opportunities.

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

Cassel Hall is a village hall in Lilley, Hertfordshire. It is for the use of the residents of the Parish of Lilley and surrounding area, without distinction of political, religious, race or opinion, including use for meetings, classes, and for other forms of recreation and leisure with the object of improving the quality of life for all.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this

Regular clubs and societies using the hall are:

Yoga
Table Tennis

section the statutory
declaration that trustees have
had regard to the guidance
issued by the Charity
Commission on public benefit)

Tai Chi
Bird club
Parish Council
Art Club
W. I.
Film club

The hall is also hired to the local community for parties, social occasions,
quiz nights, film nights, meetings, etc etc.

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.

during the year

had very limited periods when the hall could be open the income from clubs, societies and hirers was £3,654. (2019 £17,221).

However, in 2019 we applied for grants to repair a leaking roof as well as replace 3 large wooden framed windows, refurbish the toilets, and build a new patio. The grants were approved and the work commenced in April 2020 and were completed by the middle of the year.

Government Grants were obtained to support the hall during the closed periods.

• **Brief statement of the**

Deposits taken for future bookings are considered liabilities and these are continually monitored.

• **TAR**

charity's policy on reserves

Any cancelled bookings during 2020 have been refunded in full, or the booking is moved forward to an alternative convenient date.

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 Cassel Hall's main source of income comes from hiring the hall.

Section F

Other optional information

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Colin Holmes

Position (eg Secretary, Chair, etc)

Treasurer

Date

22/5/2021

Cassel Memorial Hall Trustees

Accounts for Financial Year Ended 31st December 2020

| <u>Income</u> | <u>2020</u> |
|------------------------------|----------------|
| Lettings | £3,654 |
| Casual | £1,740 |
| Regular | £1,915 |
| Art | £288 |
| Birds | £250 |
| Film | £70 |
| Parish Council | £369 |
| Table Tennis | £450 |
| TOTS | £0 |
| WI | £203 |
| Yoga | £285 |
| Bank Interest | £3 |
| Grants for refurbishment | £26,654 |
| NHDC | £21,654 |
| Luton & Beds Community | £4,000 |
| Lilley Community Cinema Club | £1,000 |
| Grants for Covid | £11,000 |
| NHDC Small Business Grant | £10,000 |
| D Barnard NHDC Grant | £1,000 |
| Total Income | <u>£41,311</u> |

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Expenditure

2020

| | | | |
|-------------------|------------------------------|--------|---------|
| Salaries | | | £6,149 |
| | Booking Clerk | £3,105 | |
| | Cleaner | £3,043 | |
| Energy | | | £1,060 |
| | Electricity | £344 | |
| | Oil | £441 | |
| | Water | £275 | |
| Insurance | | | £557 |
| Council Tax | | | £60 |
| Telephone | | | £740 |
| Capital Items | | | £0 |
| Maintenance | Covered by Grants | | £26,587 |
| | Roof repairs | £9,000 | |
| | Patio | £6,240 | |
| | Windows | £2,598 | |
| | Toilet refurbishment | £7,896 | |
| | Decorating | £853 | |
| | Other maintenance | | £996 |
| | Electrics | £300 | |
| | Dishwasher | £305 | |
| | Cassel Hall Sign | £166 | |
| | Other | £100 | |
| | Window Cleaner | £80 | |
| | Fire Extinguishers | £45 | |
| Housekeeping | | | £1,053 |
| | Cleaning Products incl Covid | £511 | |
| | Dustbins | £542 | |
| Sundry Items | | | £856 |
| | Auditor | £50 | |
| | Music License | £413 | |
| | Software & stationery | £231 | |
| | Promotion | £20 | |
| | Other | £142 | |
| Total Expenditure | | | £38,057 |

Statement of Funds

| | |
|---|----------------|
| | <u>2020</u> |
| Total Income | £41,311 |
| Total Expenditure | £38,057 |
| Profit for the Year | <u>£3,254</u> |
| Balance brought forward from prior year | £9,695 |
| Cash at 31-Dec-2020 | <u>£12,949</u> |

Breakdown of Funds

| | |
|--|----------------|
| Deposits held by Cassel Hall against future bookings | <u>£1,386</u> |
| Balance of funds less liabilities | <u>£11,563</u> |

| | |
|-----------------------------------|----------------|
| Funds attributable to Cassel Hall | £7,238 |
| Funds remaining from Covid Grants | <u>£4,325</u> |
| | <u>£11,563</u> |



28/4/2021

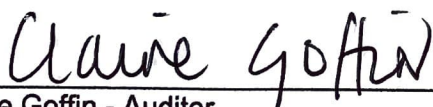
Colin Holmes - Treasurer

Date

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.



27 APRIL 2021

Claire Goffin - Auditor

Date