



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month April	Year 2020		Day 31st	Month March	Year 2021

Section A Reference and administration details

Charity name

The Combined Halls Of Clare

Other names charity is known by

CHOC

Registered charity number (if any)

280136

Charity's principal address

The Old School Community Centre

Callis Street

Clare, Sudbury, Suffolk.

Postcode

CO10 8PX

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	Olive Smith	Chairman		
2	Ron Garden			
3	Jan Garden			
4	Roger Gee			
5	Stephen Kimminau			
6	Alan Mayle			
7	Robin Stone			
8	Loveday Perceval-Maxwell			
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17				
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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 (eg. trust deed, constitution)	Charity Commission Scheme
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM, appointed by Clare Town Council or co-opted by existing Trustees.

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.

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Section C Objectives and activities

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

The provision and maintenance of 2 Community Halls for the use of the inhabitants of Clare and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

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)

Maintain the fabric of Clare Town Hall and Clare Old School Community Centre.

Maintain facilities of both buildings to a standard expected by hirers.

Administer bookings for both buildings and fix and collect hire charges.

Seek to improve facilities.

Fund raise where possible.

Seek grant aid for improvement projects.

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.

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

Clare Town Hall

Maintained building and facilities in good repair.

Old School Community Centre

Maintained building and facilities in good repair.

Section E

Financial review

Brief statement of the charity's policy on reserves

A small reserve is held to fund any large emergency repairs.
Reserve fund will not exceed £15,000.
2020/21 end of year reserve was £10,616.47.

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.

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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Olive Smith	Paul Heath
Chairman	Administrator
31st January 2022	

Management Account Summary for April 2020 to March 2021					
Income			Expenditure		
Hire Fees	8,546.45		Staff	11,829.23	
Fundraising			Gas	4,922.00	
Grants	53,288.63		Electricity	1,734.67	
Donations	100.00		Water	1,300.50	
Transfers			Waste	299.00	
			Licences	663.32	
			New Equipment & Improvements	932.33	
			Repairs & Maintenance	6,795.95	
			Supplies	248.47	
			Telephone	2,505.32	
			Stationary	102.54	
			Fundraising Expenses		
			Sundries	15.00	
			Transfers & Refunds	100.00	
	61,935.08			31,448.33	

Excess of Income over Expenditure =

30486.75

THE COMBINED HALLS OF CLARE

Fundraising Account Summary For 1st April 2020 to 31st March 2021				
Income			Expenditure	
Donation	100.00			
Interest	0.21			
	100.21			0.00

Excess of Income over Expenditure = **100.21**

Bank Accounts Summary for year 2020 - 2021	Management Account	Fund Raising Account	Reserve Account	Total
1st April 2020	12541.20	702.02	10613.70	23856.92
31st March 2021	43027.95	802.23	10616.47	54446.65
Difference over year	30486.75	100.21	2.77	30589.73

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The Chairman
Combined Halls of Clare
Clare
Suffolk

8th February 2022

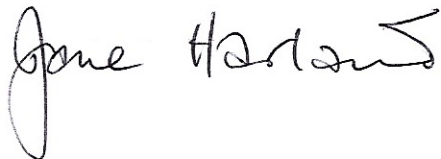
Dear Chairman

I was pleased to be asked by Mr Paul Heath to act as Independent Examiner and to check the CHOC's accounts for the period 1 April 2020 to 31 March 2021; I can confirm that I have now completed the task.

I have cross-checked all entries in the Income and Expenditure accounts with the corresponding bank statements, invoices and receipts, and have checked all arithmetic procedures and calculations.

I am happy to report that I am able to verify that, to the best of my knowledge, the accounts inspected give a true representation of the state of CHOC's financial situation for the full period ending 31 March 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jane Harland', with a stylized flourish at the end.

Jane Harland