



# Trustees' Annual Report for the period

Period start date  
**From** Day 01 Month MARCH Year 2020 **To** Day 28 Month February Year 2021  
 Period end date

## Section A Reference and administration details

**Charity name** Village Hall Aston Tirrold and Aston Upthorpe

**Other names charity is known by** Village Hall Management Committee (VHMC)

**Registered charity number (if any)** 300114

**Charity's principal address** Village Hall, Thorpe Street

Aston Upthorpe

Oxfordshire

**Postcode** OX11 9EQ

### 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	CJF Coupland	Chairman	Whole year	VHMC
2	GH Locke	Vice-Chairman	Whole year	VHMC
3	LM Binder	Secretary	Whole year	VHMC
4	CHA Hawker	Treasurer	Whole year	VHMC
5	D Coates	Bookings Secretary	Whole year	VHMC
6	M Morant	Café representative	Whole year	VHMC
7	NE West	Parish Council Rep	Whole year	VHMC
8	MJ Hill	Member	14.01.2021 to end year	VHMC
9				
10				
11				
12				
13				
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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed, dated November 19, 1945
How the charity is constituted (eg. trust, association, company)	The site and hall are vested in the Official Trustee of Charity Lands, who holds them for the benefit of the inhabitants of the Parishes of Aston Tirrold and Aston Upthorpe
Trustee selection methods (eg. appointed by, elected by)	Trustees and members are appointed by selected constituted village organisations and by the Village Hall Management Committee itself

### 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.

Trustees, acting within the VHMC, are responsible for all aspects of the Hall's governance, finance, maintenance and general operation and individual members "lead" in the different areas of responsibility, always answering to the general committee.

The Committee takes cognisance of the various major risks involved in the maintenance and operation of the Hall and puts in place the appropriate check systems and, where necessary, insurances.

## Section C Objectives and activities

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

**In the words of the Trust Deed:** The Charity holds and operates the Hall and Lands for the benefit of the inhabitants of the Parishes of Aston Tirrold and Aston Upthorpe "for the purposes of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, classes, recreations and entertainments, or otherwise."

**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)**

In view of the effective closure of the Village Hall during most of the past financial year (March 2020 to February 2021) due to the Covid 19 pandemic, this section mentions some of the activities undertaken at the Hall in past years, but few of which have been enjoyed in the past 12-14 months.

- Use of the Hall and ancillary rooms by a variety of village and local organisations and clubs for meetings, social gatherings and specific activities ..... e.g. Garden Club, Parish Council, History Group, Brass bands and other musical group practices, Dramatic and performing arts clubs, films and presentations, Dance instruction etc.
- As a venue for Village "Café" and host for an outlying local Post Office on Tuesday mornings – this includes a regular computer and IT workshop and help session
- Short mat indoor bowls clubs, Pilates, Yoga and aerobics / keep fit classes
- Venue for Baptism, Wedding and Wake receptions as well as gatherings and parties in connection with a wide variety of celebrations and anniversaries
- Youth activities, such as Cub/Brownie "camp" weekends and sleepovers
- Use as an official Polling Station for general and local elections

In the context of the offering and governance of all activities associated with the Village Hall, trustees have had regard to the guidance issued by the Charity Commission on the matter of public benefit

**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**

As stated in Section C above, activity and performance achievements have been hard to come by this past year, so that it could be said that the Hall and Charity's main achievement has been to remain active, focused and financially viable to date, with a determination to resume normal activities once these become possible and legal.

In respect of financial viability, the Hall and charity were in a good and sound financial state in early 2020, at the beginning of the pandemic, but then faced an uncertain future. However, thanks to the generosity of the relevant Government Covid related grant schemes, we have been able to maintain and even improve this financial viability.

Probably the main area of progress and strength has been the review, instigation and carrying out of a number of maintenance, improvement and safety related projects, which have been possible despite the difficulties of "lockdowns" and associated restrictions impacting adversely on "getting physical and practical things done". These have included:

- a review, assessment and enactment of safety and precautionary measures to be taken in respect Covid restrictions, covering access to the Hall and other associated aspects
- a thorough and detailed review and updating of various electrical, fire safety and other general safety aspects of the fabric, wiring and operation of the building
- PAT of electrical appliances
- fitting of a new double door between lobby and hall
- extensive repair, sanding and resurfacing of the wooden floor in the main hall
- a review of the table and chair holdings and requirements in the Hall
- attention to potholes and gravel coverage on the car park
- some tree work in the Hall grounds and a general grounds tidying up working party
- a review of damp problems in walls where the library room abuts the main Hall building, perhaps originating in roof gutters above
- some roof re-tiling and other moss cleansing work

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The Hall and Charity have maintained (and still hold) significant and adequate financial reserves. There is no specific or detailed policy in this respect, but close attention by the Treasurer and Committee have ensured that this financial responsibility and prudence is maintained.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

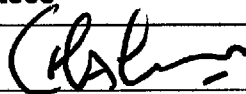
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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)

Christopher Henry Acton  
HAWKER

Position (eg Secretary, Chair, etc)

Treasurer

Date

10<sup>th</sup> May 2021

ASTON TIRROLD AND UPTHORPE  
VILLAGE HALL COMMITTEE

STATEMENT OF FUNDS 28 FEBRUARY 2021

Cash in hand	236.78
Balance Current Account	26,046.79
* Balance Newbury Building Society	4,098.99

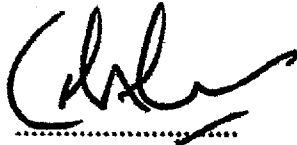
\* Newbury BS Includes £2500.00 reserved Paulise Lugg Endowment Fund

<b><u>Balance</u></b>	<b><u>£30,382.56</u></b>
-----------------------	--------------------------

Assets at 29 February 2020	<b>£19,971.90</b>
----------------------------	-------------------

Certified that the attached figures are true extracts from the books maintained by me,

CHA HAWKER  
(Hon. Treasurer)



28 February 2021

Checked and found to be correct in accordance with the records presented to me.



31/3/2021



**MG 001183 F1V1880A 709F303EC00075 39800 9410216618 C**

MR C H HAWKER  
ASTON TIRROLD & UPTHORPE VILLAGE  
BAGGS COTTAGE  
SPRING LANE  
ASTON TIRROLD  
OXFORDSHIRE  
OX11 9EJ



## Your Community Account

## At a glance

**05 Feb - 04 Mar 2021**

Date	Description	Money out £	Money in £	Balance £
5 Feb	Start Balance			25,795.09
11 Feb	Cheque Issued Ref: 101629	157.50		25,637.59
	On-Line Banking Bill Payment to Castle Water Limit Ref: 2296137	128.49		25,509.10
15 Feb	Direct Debit to BT Group PLC Ref: GB14726546-000069	52.49		25,456.61
19 Feb	On-Line Banking Bill Payment to E.On Energy Limite Ref: 016424789700	26.95		25,429.66
	Direct Credit From South Oxfordshire Ref: 00000000019		880.00	26,309.66
23 Feb	Cheque Issued Ref: 101630	152.87		26,156.79
26 Feb	Standing Order to D S Coates Ref: DSC	110.00		26,046.79
4 Mar	Balance carried forward			26,046.79
	Total Payments/Receipts	628.30	880.00	

Start balance	£25,795.09
Money out	£628.30
Commission charges	£0.00
Money in	£880.00
Gross interest earned	£0.00
End balance	£26,046.79

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

*See 28/3/21*

*Balance as per Account's Ledger and Statement of Account as at 28 February 2021*

*[Signature]*

ASTON TIRROLD AND UPTHORPE  
VILLAGE HALL COMMITTEE

STATEMENT OF MISCELLANEOUS ACCOUNTS 28 FEBRUARY 2021

The Newbury Building Society

INCOME

Balance Pass Book      4,086.13  
01 March 2020

Interest 01 Mar 2020  
to 28 Feb 2021

12.86

4,098.99

EXPENDITURE

Balance Pass Book      4,098.99  
28.02.2021

4,098.99

The above balance contains £2500.00 reserved for the Paulise Lugg Endowment Fund

**CHA Hawker (Treasurer)**

  
.....

**28 February 2021**



Signature for Aston Tirrold & Upton  
 Name(s): Aston Tirrold & Upton Village Hall  
 Mrs Jancis Smith  
 Mr Christopher H A Hawker

Account number: 141748501  
 Account type: Monthly Income

	date	initials	details	receipts	withdrawals	balance
01	31/01/2019	TM	Balance B/F			£ 4,053.23
02	28/02/2019	TM	Interest	£ 2.33		£ 4,055.56
03	30/03/2019	TM	Interest	£ 2.58		£ 4,058.14
04	30/04/2019	TM	Interest	£ 2.50		£ 4,060.64
05	31/05/2019	TM	Interest	£ 2.59		£ 4,063.23
06	29/06/2019	TM	Interest	£ 2.50		£ 4,065.73
07	31/07/2019	TM	Interest	£ 2.59		£ 4,068.32
08	31/08/2019	TM	Interest	£ 2.59		£ 4,070.91
09	30/09/2019	TM	Interest	£ 2.51		£ 4,073.42
10	31/10/2019	TM	Interest	£ 2.59		£ 4,076.01
11	30/11/2019	TM	Interest	£ 2.51		£ 4,078.52
12	31/12/2019	TM	Interest	£ 2.59		£ 4,081.11
13	31/01/2020	TM	Interest	£ 2.59		£ 4,083.70
14	29/02/2020	TM	Interest	£ 2.43		£ 4,086.13
15	31/03/2020	TM	Interest	£ 2.60		£ 4,088.73
16	30/04/2020	JE	Interest	£ 1.73		£ 4,090.46
17	30/05/2020	JE	Interest	£ 0.87		£ 4,091.33
18	30/06/2020	JE	Interest	£ 0.84		£ 4,092.17
19	31/07/2020	JE	Interest	£ 0.87		£ 4,093.04
20	29/08/2020	JE	Interest	£ 0.87		£ 4,093.91

2020/2021

Signature for Aston Tirrold & Upton  
 Name(s): Aston Tirrold & Upton Village Hall  
 Mrs Jancis Smith  
 Mr Christopher H A Hawker

Account number: 141748501  
 Account type: Monthly Income

	date	initials	details	receipts	withdrawals	balance
01	29/08/2020	JE	Balance B/F			£ 4,093.91
02	30/09/2020	JE	Interest	£ 0.84		£ 4,094.75
03	31/10/2020	JE	Interest	£ 0.87		£ 4,095.62
04	30/11/2020	JE	Interest	£ 0.84		£ 4,096.46
05	31/12/2020	JE	Interest	£ 0.87		£ 4,097.33
06	30/01/2021	JE	Interest	£ 0.87		£ 4,098.20
* 07	27/02/2021	JE	Interest	£ 0.79		£ 4,098.99 *
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

# ASTON TIRROLD AND ASTON UPTHORPE VILLAGE HALL MANAGEMENT COMMITTEE

Treasurer: Christopher Hawker

## STATEMENT OF ACCOUNT FOR PERIOD 01 MARCH 2020 - 28 FEBRUARY 2021

<u>INCOME</u>	2019/2020 £ . P	2020/2021 £ . P	<u>EXPENDITURE</u>	2019/2020 £ . P	2020/2021 £ . P
Cash in hand at start of year	110.93	149.50	Caretaker	1,420.00	1,320.00
Barclays Current a/c 01/03/2020	10,809.72	15736.27	Hall Cleaning - General & Extra	1,969.00	495.00
Hall Hire	13,192.01	2,583.50	Cleaning Materials & Consumables	131.16	51.08
Car Parking	1,114.00	809.00	Electricity Charges	607.46	439.22
Equipment Hire	10.00	100.00	Water Charges	129.89	197.95
Storage Charges			Gas & Boiler Charges	881.29	776.01
Fund Raising - CAFÉ	340.00		Repairs /Maintenance	4,634.32	8,993.92
			Stationery/Postage	8.99	54.49
Parish Council & SODC Grants	3,400.00	22,491.00	Sundries	153.47	330.11
Astons Online Project			Insurances	1,598.00	1,585.78
Donations			Telephone - Bookings Sec & Wi-Fi	553.88	629.88
			SODC/PRS/PPL, TV & Film Licenses	1,003.43	712.26
			Astons Online Project		
			Barclays Current Account Balance		26,046.79
			Cash in hand		236.78
<b><u>TOTAL</u></b>		<b><u>£41,869.27</u></b>			<b><u>£41,869.27</u></b>

### VILLAGE HALL ASSETS

	£ . P		£ . P
Cash in Hand	236.78		
Barclays current A/C	26,046.79		
Newbury B/S (including 2020/21 interest)	4,098.99	Includes £2500	Paulise Lugg Endowment Fund
<b><u>TOTAL ASSETS</u></b>	<b><u>£30,382.56</u></b>		
As at 28 February 2021			
Assets as at 29 February 2020	<b><u>£19,971.90</u></b>		

**Audit version**      **Year on year income, expenditure and total assets comparison**

Christopher Hawker  
Treasurer

*Sulouant 31/3/21*  
*INDEPENDANT EXAMINER*



## PAGE EXTRACT FROM VICARIE HALL ACCOUNTS LEDGER

Extracts for the year ended  
28th February 2021, agreed with  
supporting documents to be  
presented for examination

Substant

31st March 2021

ASTON TIRROLD AND UPTHORPE  
VILLAGE HALL COMMITTEE

STATEMENT OF FUNDS 28 FEBRUARY 2021

Cash in hand	236.78
Balance Current Account	26,046.79
* Balance Newbury Building Society	4,098.99

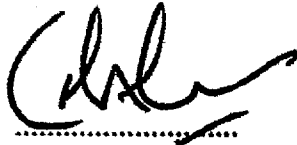
\* Newbury BS Includes £2500.00 reserved Paulise Lugg Endowment Fund

<b><u>Balance</u></b>	<b><u>£30,382.56</u></b>
-----------------------	--------------------------

Assets at 29 February 2020	<b>£19,971.90</b>
----------------------------	-------------------

Certified that the attached figures are true extracts from the books maintained by me,

CHA HAWKER  
(Hon. Treasurer)



28 February 2021

Checked and found to be correct in accordance with the records presented to me.



31/3/2021

**MG 001183 F1V1880A 709F303EC00075 39800 9410216618 C**

MR C H HAWKER  
ASTON TIRROLD & UPTHORPE VILLAGE  
BAGGS COTTAGE  
SPRING LANE  
ASTON TIRROLD  
OXFORDSHIRE  
OX11 9EJ



## Your Community Account

## At a glance

**05 Feb - 04 Mar 2021**

Date	Description	Money out £	Money in £	Balance £
5 Feb	Start Balance			25,795.09
11 Feb	Cheque Issued Ref: 101629	157.50		25,637.59
	On-Line Banking Bill Payment to Castle Water Limit Ref: 2296137	128.49		25,509.10
15 Feb	Direct Debit to BT Group PLC Ref: GB14726546-000069	52.49		25,456.61
19 Feb	On-Line Banking Bill Payment to E.On Energy Limite Ref: 016424789700	26.95		25,429.66
	Direct Credit From South Oxfordshire Ref: 00000000019		880.00	26,309.66
23 Feb	Cheque Issued Ref: 101630	152.87		26,156.79
26 Feb	Standing Order to D S Coates Ref: DSC	110.00		26,046.79
4 Mar	Balance carried forward			26,046.79
	Total Payments/Receipts	628.30	880.00	

Start balance	£25,795.09
Money out	£628.30
Commission charges	£0.00
Money in	£880.00
Gross interest earned	£0.00
End balance	£26,046.79

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

*See 28/3/21*

*Balance as per Account's Ledger and Statement of Account as at 28 Feb 2021*

*[Signature]*

ASTON TIRROLD AND UPTHORPE  
VILLAGE HALL COMMITTEE

STATEMENT OF MISCELLANEOUS ACCOUNTS 28 FEBRUARY 2021

The Newbury Building Society

INCOME

Balance Pass Book      4,086.13  
01 March 2020

Interest 01 Mar 2020  
to 28 Feb 2021

12.86

4,098.99


EXPENDITURE

Balance Pass Book      4,098.99  
28.02.2021

4,098.99

The above balance contains £2500.00 reserved for the Paulise Lugg Endowment Fund

**CHA Hawker (Treasurer)**

  
.....

**28 February 2021**



Signature for Aston Tirrold & Upton  
 Name(s): Aston Tirrold & Upton Village Hall  
 Mrs Jancis Smith  
 Mr Christopher H A Hawker

Account number: 141748501  
 Account type: Monthly Income

	date	initials	details	receipts	withdrawals	balance
01	31/01/2019	TM	Balance B/F			£ 4,053.23
02	28/02/2019	TM	Interest	£ 2.33		£ 4,055.56
03	30/03/2019	TM	Interest	£ 2.58		£ 4,058.14
04	30/04/2019	TM	Interest	£ 2.50		£ 4,060.64
05	31/05/2019	TM	Interest	£ 2.59		£ 4,063.23
06	29/06/2019	TM	Interest	£ 2.50		£ 4,065.73
07	31/07/2019	TM	Interest	£ 2.59		£ 4,068.32
08	31/08/2019	TM	Interest	£ 2.59		£ 4,070.91
09	30/09/2019	TM	Interest	£ 2.51		£ 4,073.42
10	31/10/2019	TM	Interest	£ 2.59		£ 4,076.01
11	30/11/2019	TM	Interest	£ 2.51		£ 4,078.52
12	31/12/2019	TM	Interest	£ 2.59		£ 4,081.11
13	31/01/2020	TM	Interest	£ 2.59		£ 4,083.70
14	29/02/2020	TM	Interest	£ 2.43		£ 4,086.13
15	31/03/2020	TM	Interest	£ 2.60		£ 4,088.73
16	30/04/2020	JE	Interest	£ 1.73		£ 4,090.46
17	30/05/2020	JE	Interest	£ 0.87		£ 4,091.33
18	30/06/2020	JE	Interest	£ 0.84		£ 4,092.17
19	31/07/2020	JE	Interest	£ 0.87		£ 4,093.04
20	29/08/2020	JE	Interest	£ 0.87		£ 4,093.91

2020/2021

Signature for Aston Tirrold & Upton  
 Name(s): Aston Tirrold & Upton Village Hall  
 Mrs Jancis Smith  
 Mr Christopher H A Hawker

Account number: 141748501  
 Account type: Monthly Income

	date	initials	details	receipts	withdrawals	balance
01	29/08/2020	JE	Balance B/F			£ 4,093.91
02	30/09/2020	JE	Interest	£ 0.84		£ 4,094.75
03	31/10/2020	JE	Interest	£ 0.87		£ 4,095.62
04	30/11/2020	JE	Interest	£ 0.84		£ 4,096.46
05	31/12/2020	JE	Interest	£ 0.87		£ 4,097.33
06	30/01/2021	JE	Interest	£ 0.87		£ 4,098.20
* 07	27/02/2021	JE	Interest	£ 0.79		£ 4,098.99 *
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

# ASTON TIRROLD AND ASTON UPTHORPE VILLAGE HALL MANAGEMENT COMMITTEE

Treasurer: Christopher Hawker

## STATEMENT OF ACCOUNT FOR PERIOD 01 MARCH 2020 - 28 FEBRUARY 2021

<u>INCOME</u>	2019/2020 £ . P	2020/2021 £ . P	<u>EXPENDITURE</u>	2019/2020 £ . P	2020/2021 £ . P
Cash in hand at start of year	110.93	149.50	Caretaker	1,420.00	1,320.00
Barclays Current a/c 01/03/2020	10,809.72	15736.27	Hall Cleaning - General & Extra	1,969.00	495.00
Hall Hire	13,192.01	2,583.50	Cleaning Materials & Consumables	131.16	51.08
Car Parking	1,114.00	809.00	Electricity Charges	607.46	439.22
Equipment Hire	10.00	100.00	Water Charges	129.89	197.95
Storage Charges			Gas & Boiler Charges	881.29	776.01
Fund Raising - CAFÉ	340.00		Repairs /Maintenance	4,634.32	8,993.92
			Stationery/Postage	8.99	54.49
			Sundries	153.47	330.11
Parish Council & SODC Grants	3,400.00	22,491.00	Insurances	1,598.00	1,585.78
Astons Online Project			Telephone - Bookings Sec & Wi-Fi	553.88	629.88
Donations			SODC/PRS/PPL, TV & Film Licenses	1,003.43	712.26
			Astons Online Project		
			Barclays Current Account Balance		26,046.79
			Cash in hand		236.78
<b><u>TOTAL</u></b>		<b><u>£41,869.27</u></b>			<b><u>£41,869.27</u></b>

### VILLAGE HALL ASSETS

	£ . P	
Cash in Hand	236.78	
Barclays current A/C	26,046.79	
Newbury B/S (including 2020/21 interest)	4,098.99	
		Includes £2500 Paulise Lugg Endowment Fund
<b><u>TOTAL ASSETS</u></b>	<b><u>£30,382.56</u></b>	
As at 28 February 2021	<b><u>£19,971.90</u></b>	
Assets as at 29 February 2020		

**Audit version**      **Year on year income, expenditure and total assets comparison**

Christopher Hawker  
Treasurer

*Sulouant 31/3/21*  
*INDEPENDANT EXAMINER*



## PAGE EXTRACT FROM VICARIE HALL ACCOUNTS LEDGER

Extracts for the year ended  
28th February 2021, agreed with  
supporting documents to be  
presented for examination

Substant

31st March 2021