



## Trustees' Annual Report for the period

From 01 April 2020    Period start date  
To 31 March 2021    Period end date

Charity name: Sutton Courtenay Village Hall

Charity registration number: 300213

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>A village hall for the use of the inhabitants of Sutton Courtenay and the neighbourhood without distinction of sex or of political, religious or other opinions and for the use of meetings lectures and classes and for other leisure time occupations with the object of improving the conditions and life of the said inhabitants.</b>
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	<b>The main activity is providing and managing the hire of the village hall for indoor sports, keep fit, dance group, young people's groups together with other members of the public who hire the hall for special occasions. It is also used as a polling station and for village emergencies.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have given due regard to the Charity Commission's guidance on public benefit and have carried out the management and hire of the hall for the benefit of individuals and user groups in the area of benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not Applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not Applicable</b>

Contribution made by volunteers	Para 1.38	<b>All management of the hall is voluntary</b>
Other		<b>During the Covid 19 pandemic the trustees have followed the relevant regulations with regard to use of the hall</b>

## 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	<p><b>The hall is used by socio-economically disadvantaged young people who really benefit having this as a safe and accessible place to meet. Keep fit, and Table Tennis enables residents to stay healthy.</b></p> <p><b>The management of the hall and the land also includes management of allotments and a tennis court which is open to the public and free to use. These additional facilities provide further opportunities for the local population to partake in healthy activities.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>The tennis court was refurbished this year. Doors and alarms upgraded and CCTV installed.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Part fund raised for a major refurbishment next year</b>
Investment performance against objectives	Para 1.41	<b>Not Applicable</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>On 31<sup>st</sup> March 2021, the charity held total funds of £126,008.30p. FCC Communities Foundation grant listed as a restricted fund in the accounts The upgrade project is registered with ENTRUST</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The hall was last upgraded in 2004 and needs another upgrade to extend its facilities due to the growing community it serves. To attract grants, the trustees have resolved to build up a capital reserve which is 25% of the funds (target £400K) needed to refurbish and upgrade the facility. An amount is also held in reserve for ongoing repair and maintenance as well as any unforeseen work.</b>
Amount of reserves held	Para 1.22	<b>£126,008 of which £37,000 is restricted and an additional £70,000 earmarked towards the hall upgrade project</b>
Reasons for holding zero reserves	Para 1.22	<b>Not Applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not Applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The continuing Covid 19 pandemic is having a huge impact on hire of the hall and hence income</b>

### 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	<b>Hire of the village hall Grant from Sutton Courtenay Parish Council Targeted grant applications as and when refurbishment projects are undertaken. Access to limited s106 funds</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not Applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>Building fabric damage (e.g. roof) Loss of income due to Covid 19 pandemic</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
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	<b>The Trust Deed allows for a mixture of elected and appointed trustees. Nominations for elected trustees are invited at a publicly advertised AGM and appointed trustees are put forward by appointing bodies named in the trust deeds (some of which are no longer in existence, so all current regular users are invited to put forward appointees if they so wish). Sutton Courtenay Parish Council is the Custodian trustee and appoints a trustee.</b>

### 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	<b>All trustees given copies of CC3A and trust deeds. We use the Charity Commission's new user-friendly guides for trustees as a reference when needed. Training by knowledge and experience transfer Community First Oxfordshire forums to share good practise</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Community First Oxfordshire</b>
Relationship with any related parties	Para 1.51	<b>Not Applicable</b>
Other		

## Reference and Administrative details

Charity name	<b>SUTTON COURTENAY VILLAGE HALL</b>
Other name the charity uses	<b>N/A</b>
Registered charity number	<b>300213</b>
Charity's principal address	<b>Hobbyhorse Lane, Sutton Courtenay, OX14 4BB</b>
	<b>Correspondence address: 9 Chapel Lane, Sutton Courtenay, OX14 4AN</b>

## 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	Robin Norman	Chair		
2	Rita Atkinson	Secretary		
3	Mary Warrington	Treasurer		
4	Carolyn Fordham-Walker	Allotment Trustee		
5	Karl Gebhart	Clerk of Works		
6	S Scott	Trustee	Resigned 16 November 2020	
7				
8				
9				
10				
11				
12				
13				
14				
15				

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

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>Sutton Courtenay Parish Council</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### 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)

	
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Full name(s)

Mary Elizabeth Warrington	Rita Atkinson
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Position (eg Secretary,  
Chair, etc)

Treasurer	Secretary
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Date

9 January 2022
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# SUTTON COURTENAY VILLAGE HALL

Accounts for year ending 31 March 2021

	2021	2020	2019	2018		2017	2016
<b>INCOME</b>							
Lettings	£ 1,715.50	£ 13,505.38	£ 11,231.00	£ 13,372.25	£	13,593.75	£ 12,675.65
Donations	£ 3,650.00	£ 3,044.00	£ 3,004.00	£ 3,055.00	£	2,882.00	£ 2,800.00
Allotments	£ 220.00	£ 206.00	£ 220.00	£ 200.00	£	162.00	£ 202.00
Heating	£ 22.80	£ 170.95	£ 78.20	£ 84.80	£	186.00	£ 201.10
Account Interest	£ 30.73	£ 121.23	£ 125.79	£ 40.82	£	20.32	£ 24.38
Grants	£ 25,880.50	£ 42,105.00	£ -	£ -	£	-	£ -
Miscellaneous	£ 210.00	£ 6.00	£ 246.00	£ 75.00	£	245.00	£ 103.00
	£ 31,729.53		£ 14,904.99	£ 16,827.87	£	17,089.07	£ 16,006.13

## EXPENDITURE

Employees (Wages)	£ 1,176.75	£ 2,652.46	£ 2,803.19	£ 2,625.55	£	2,621.78	£ 2,997.35
Cleaning Materials	£ 946.17	£ 635.91	£ 1,097.13	£ 722.83	£	600.44	£ 514.21
Heat & Light	£ 1,847.56	£ 7,245.94	£ 2,351.05	£ 3,153.60	£	2,853.63	£ 2,368.53
Licences	£ 344.12	£ 297.32	£ 340.92	£ 346.23	£	324.22	£ 265.04
Postage & Admin	£ -	£ 103.13	£ 26.17	£ 13.44	£	6.60	£ -
Repairs & Maintenance (see note 1)	£ 11,957.28	£ 2,235.43	£ 2,027.15	£ 106.59	£	234.26	£ 1,044.59
Refurbishment Contribution	£ -	£ -	£ -	£ -	£	-	£ -
Sundries	£ 102.91	£ 86.10	£ 50.09	£ 685.58	£	122.69	£ 114.82
Fire Protection	£ 685.92	£ 261.60	£ 658.90	£ 339.98	£	386.87	£ 417.49
Electric Repairs	£ -	£ 820.00	£ 1,190.00	£ 649.97	£	146.80	£ 1,713.59
Purchase of Tables	£ -	£ -	£ -	£ -	£	-	£ -
Insurance	£ 1,279.73	£ 1,253.88	£ 1,213.26	£ 1,803.09	£	2,993.49	£ 1,295.79
Water Charges	£ 234.08	£ 255.76	£ 103.49	£ 804.51	£	264.27	£ 417.94
	£ 18,574.52	£ 15,847.53	£ 11,861.35	£ 9,642.35	£	10,555.05	£ 11,149.35
<b>PROFIT (LOSS)</b>	£ 13,155.01	£ 43,311.03	£ 3,043.64	£ 7,185.52	£	6,534.02	£ 4,856.78

Banked Deposits (not retained/refunded)	£ 1,570.00	£ 1,820.00	£ 1,773.50	£ 1,970.00	£	1,590.00	£ 1,490.00
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## Movements

Opening Balance (excl: banked deposits)	£112,853.37
Income 20/21	£31,729.53
Expenditure 20/21	(£ 18,574.52)

Closing Balance (excl: banked deposits): £ 126,008.38

## Represented by:

Current Account:	57873.66
Deposit Account:	70381.04
Cash in Hand:	£ 25.77
Less Banked Deposits at 31 March 2021 (£	1,848.41 )
Less Cheques Issued not Cleared: (£	423.68 )

Total (excl: banked deposits): £ 126,008.38

## Donations received with thanks from:

Sutton Courtenay Parish Council	£ 3,500.00	held in business account
Pennicott	£ 150.00	

## Grants received with thanks from:

Sutton Courtenay National Power grant	£ 3,267.50
Support Grant	£ 22,613.00
Total	£ 29,530.50

Restricted Fund (@ 31<sup>st</sup> March 2021)

FCC Communities Foundation Gift Aid Programme	£37,000.00
Note 1: includes £3200 taken from the restricted fund	

I have examined the Village Hall accounts for the year ending 31 March 2021 and I am satisfied that they represent the true state of affairs and that there are no matters requiring further investigation.

Independent Examiner

Maria Simpson

34 Green Road  
Didcot, OX11 8SX

(Signature)

(Date)

Treasurer

Mary E Warrington

63 Milton Road  
Sutton Courtenay  
OX14 4BP

(Signature)

(Date)