

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date Period end date

Charity name

Charity No
(if any)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'Promoting the general business and the religious, moral, social and intellectual welfare and the rational ordinary recreation of the inhabitants of and visitors to the town and parish of Caerwys'
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	For the year in question, mainly exercise classes as other activities were not permitted. Normally however, the Hall is also used for parties, including children's parties and musical / drama performances
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees read the guidance provided prior to contributing to and approving this report at the AGM held 16th Feb 2022.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteer Trustees are responsible for managing the building, ensuring it is fit for purpose as noted above.
Other		

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>The Hall was closed for the majority of the period in question due to UK and Welsh Government Covid lockdowns. In the periods it was open, it provided a focal point for Yoga and Pilates classes within the community.</p> <p>Additionally, during the year it was possible to undertake significant refurbishment thanks to the funding received from the Welsh Government. This included a replacement kitchen, updating and relocating the disabled toilet, and replacing lighting and flooring in a number of areas. The Trustees have wished to undertake this work for some time, and believe that these improvements will benefit all users of the Town Hall.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The 2020-21 P&L account and bank reconciliation have been externally audited and were presented to, and accepted by, the Trustees at the AGM held 16th Feb 2022.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve is maintained in order to cover any dip in income, unplanned repair or maintenance and replacement of equipment and furniture provided to hirers.
Amount of reserves held	Para 1.22	A minimum of £2,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	For the year in question, the most significant source of funds was related to Covid grants provided by the Welsh Government.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		The P&L account and Bank Reconciliation statement were audited by Dr Bethan L Atkinson, ACA.

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
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	Trustees must number at least 5 and no more than 10. Any serving Trustee may nominate any potential Trustee and all other Trustees must agree to their appointment. If there are no objections, the potential Trustee will be asked to complete the Trustees Duties and Declaration of Interests form, and providing there are no conflicts will at that time be confirmed as a Trustee

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Caerwys Public Hall
Other name the charity uses	Caerwys Town Hall
Registered charity number	501027
Charity's principal address	South Street Caerwys Flintshire CH7 5AF

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	Carys Biddle	Chair		
2	Erica Burney			
3	Peter Youd			
4	Paul Melbourne			
5	Karen Evans			
6	Philip Evans			
7	Gaynor Griffith			
8	Sue de Prez	Secretary/Treasurer		
9	Michael Evans		01/04/2020-29/07/2020	
10				
11				
12				
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16				
17				
18				
19				
20				

Reference and Administrative details

(cont)

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

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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

The Trustees were very grateful to receive £24,000 in grants from the Welsh Government during 2020-21. This has led to the very exceptional total income figure of £25,027 therefore requiring this annual report to be produced. Average income for the previous three years was £8,642 and it is anticipated that this figure will reflect total income for the foreseeable future.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

S de Prez

Full name(s)

Susan de Prez

Position (eg Secretary,
Chair, etc)

Secretary/Treasurer/Trustee

Date

16th February 2022

CAERWYS TOWN HALL PROFIT & LOSS ACCOUNT 2020-21

RECEIPTS

Bookings	£454.00	
Welsh Government Covid grants	£24,000.00	
Electricity refund (EON)	£432.98	
Electricity refund (EON) - payment taken too early	£140.00	
TOTAL RECEIPTS	£25,026.98	<u>£25,026.98</u>

PAYMENTS

Payments to cleaner	£275.00	
Cleaning materials etc	£4.74	
Electric	£1,511.00	
Water Rates	£132.20	
Maintenance:		
External and internal painting	£355.00	
Key cutting & storage boxes	£122.67	
Cleaning materials for entry	£12.00	
Total maintenance		£489.67
Kitchen & Disabled Toilet refurbishment:		
Deposit (payable to M Crabbe)	£4,000.00	
Balance (payable to M Crabbe)	£10,000.00	
Balance (payable to L Brown)	£2,200.00	
Additional work (payable to L Brown)	£200.00	
Painting & Decorating	£400.00	
Baby change unit & door signs	£142.09	
Extra fittings for baby change unit	£14.89	
Equipment & Covid preparation for kitchen and disabled toilet	£454.14	
Total Kitchen & Disabled Toilet refurbishment		£17,411.12
General Covid preparation:		
Signage and floor notices	£77.92	
Waste paper bins, and materials associated with the cleaning station	£19.81	
Hand sanitisers etc	£282.95	
Total General Covid preparation		£380.68
Miscellaneous:		
Fire Extinguisher check	£52.80	
Insurance	£534.74	
Total Miscellaneous		£587.54
TOTAL PAYMENTS	£20,791.95	<u>£20,791.95</u>

SURPLUS

£4,235.03

NOTE:

Closures due to lockdowns:

24th March 2020 - 14th September 2020 (UK-wide lockdown)

23rd October 2020 - 8th November 2020 (Wales Firebreack lockdown)

20th December 2020 - 10th May 2021 (Wales Alert Level 4 lockdown)

Audited by Dr Bethan Atkinson, ACCA
20.01.2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Caerwys Public Hall

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

501027

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 22/02/22

Name:

Dr Bethan Atkinson

**Relevant professional
qualification(s) or body
(if any):**

Retired member of ICAEW

Address:

FAENOL, GELLIFOR, RUTHIN

DENBIGHSHIRE

LL15 1SG