



**Weston Village Hall, Stafford**  
**Trustees' Annual Report and Accounts 2021 / 2022:**



**Weston Village Hall Trustees' annual report for 2021 / 2022**

From	Period start date			To	Period end date		
	01	April	2021		31	March	2022

**Reference and administration details**

<b>Charity name</b>	Weston Village Hall	
<b>Other names charity is known by</b>	Not Applicable	
<b>Registered charity number (if any)</b>	504511	
<b>Charity's principal address</b>	Weston Village Hall	
	Green Road, WESTON	
	Stafford, Staffordshire	
	<b>Postcode</b>	ST18 0JQ

### 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)
Angela Martin	Chair Person	n/a	n/a
Alison Elsmore	Secretary	n/a	n/a
Irene Winter	Treasurer	n/a	n/a
Derek Gair		n/a	n/a
Francis Gail Wray	Parish Council Officer	n/a	n/a

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	n/a

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

Type of advisor	Name	Address
n/a	n/a	n/a

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

n/a
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## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<i>Constitution adopted 23<sup>rd</sup> March 2021</i>
How the charity is constituted (eg. trust, association, company)	<i>Unincorporated association</i>
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in April.

### 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

- New Trustees receive an induction pack including; A welcome letter; Information about the Charities Commission – "The Essential Trustee and What They Need to Know"; a copy of the Constitution; the Privacy Policy; data collection sheet; Trustee Statement of Eligibility and the Trustees policy and procedures.
- The Trustees / Management Committee meet on the fourth Tuesday of each month and as required.
- They also meet with the Parish Council - the owner of the land - twice a year.
- They meet with Stakeholders at the AGM or as necessary.
- Approved Policies Include:-  
Financial Policy; Safeguarding Policy; Health & Safety Policy; Privacy Policy; Equal Opportunities Policy.

## Objectives and activities

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The charity's objects ('the objects') are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.</p>
<p><b>Summary of the main activities undertaken for the public benefit in relation to these objects</b></p>	<ul style="list-style-type: none"> <li>• To provide a safe and compliant facility for local groups and individuals to use.</li> <li>• The hall is used by groups which cover a range of age groups including; pre-school nursery; Yoga classes; Pilates classes; Art classes; Singing groups; Bowls groups; Badminton groups; Table Tennis clubs; Football Clubs; Church groups; Keep fit dance group; Children's dance group; Parish Council meetings. Many groups suspended their meetings during the year due to Covid restrictions.</li> <li>• The hall hosts a twice weekly post office facility for the community.</li> <li>• The hall has a volunteer run library for community use.</li> <li>• During a brief period, a market was hosted on the car park during lockdown to provide provisions to the community in a covid secure manner.</li> <li>• The Committee also organise two significant fund raising events – the Village Summer Fete and the Christmas Lights Event. However, due to Covid the summer fete did not take place in 2021.</li> </ul>
<p><b>Achievements and performance</b></p>	<p>We are grateful to the many hours provided by volunteer trustees and their spouses, to ensure that the hall is managed in a proficient manner. We are also very grateful to the volunteers who support the fund raising events with hands on work and enthusiasm.</p>

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

Due to the impact of Covid restrictions the regular user groups used the hall less than normal.

However the Hall benefitted from £20,869 of Covid grants to offset this reduction.

Over the summer a weekly food market was held on the car park for a period during the lock down, in a covid secure manner.

The Christmas light switch on / market was very popular with the community.

The hall hosts a twice weekly post office facility for the community.

A Book lending library was organised and run by volunteers for community use.

During the period of low usage, maintenance work was undertaken to improve the hall including having the hall professionally decorated throughout; electrical maintenance etc.

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has £46,464. In two bank accounts. £15,000. Has been moved to a separated account to reduce risk. The remaining £31,464 is in the working account and will be utilised in line with the Village Hall Development Plan to continue to maintain and improve the facility.

### Details of any funds materially in deficit

Not applicable

### 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.

## Other optional information

### Future Plans

The Committee wish to continue to develop the hall by installing Wi-Fi and making repairs to the car park; all flooring areas to be replaced or refurbished; the toilets to be updated and the kitchen to be replaced.

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	AMartin	
Full name(s)		
Position (eg secretary, chair, etc)	Angela Martin	
	Chair Person	

Date 15<sup>th</sup> December 2022

## Independent examiner's report on the accounts



Charity Registration Number 504511

Report to the trustees/ members of

On accounts for the year ended 31<sup>st</sup> March 2022

Set out on pages 10 to 12

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts for the year ended 31 March 2022.

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

I report in respect of my examination of the Trust's accounts carried out under s145 of the Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(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 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.

Signed:

Date:

19/12/2022

<b>Name:</b>	Johan de Wet
<b>Relevant professional qualification(s) or body (If any):</b>	FCCA
<b>Address:</b>	32 Trenchard Avenue, Stafford, ST16 3QB
<b>Disclosure section</b>	

Only complete if the examiner

needs to highlight material problems.



Give here brief details of any items that the examiner wishes to disclose.



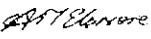
## Receipts and payments accounts

for the period	01/04/2021	To	31/03/2022
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Section A Receipts and Payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last Year to the nearest £
<b>A1 Receipts</b>					
Events	£585.00			£585.00	£75.00
Hire of Hall	£10,351.00			£10,351.00	£6,467.00
Grants	£20,869.00			£20,869.00	£10,000.00
<b>Sub Total</b>	<b>£31,805.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£31,805.00</b>	<b>£16,542.00</b>
<b>A2 Asset and Investments Sales etc.</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Receipts</b>	<b>£31,805.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£31,805.00</b>	<b>£16,542.00</b>

<b>A3 Payments</b>					
Water	£428.00	£0.00	£0.00	£428.00	£335.00
Electricity & Gas	£1,895.00	£0.00	£0.00	£1,895.00	£2,298.00
Insurance	£1,508.00	£0.00	£0.00	£1,508.00	£1,528.00
Cleaners	£2,273.00	£0.00	£0.00	£2,273.00	£2,780.00
Repairs & Maintenance	£4,046.00	£0.00	£0.00	£4,046.00	£1,910.00
Improvements	£0.00	£0.00	£0.00	£0.00	£19,270.00
Licenses	£395.00	£0.00	£0.00	£395.00	£395.00
<b>Sub- total</b>	<b>£10,545.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,545.00</b>	<b>£28,516.00</b>
A4 Asset & investment purchases	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total payments</b>	<b>£10,545.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,545.00</b>	<b>£28,516.00</b>
<b>Net of recelpts / payments</b>	<b>£21,260.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£21,260.00</b>	<b>-£11,974.00</b>

# Section B Statement of Assets and Liabilities at the end of the period

B1 Cash Funds	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
Cash at Bank			
a/c 00416658	£31,465.00	£0.00	£0.00
a/c 00990877	£15,000.00	£0.00	£0.00
<b>Total Cash Funds</b>	<b>£46,465.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>B2 Other Monetary Assets</b>	£0.00	£0.00	£0.00
<b>B3 Investment Assets</b>	£0.00	£0.00	£0.00
<b>B4 Assets retained for the charity's own use.</b>	£0.00	£0.00	£0.00
<b>B5 Liabilities</b>	£0.00	£0.00	£0.00
<b>Signed on behalf of the Trustees</b>			<b>Allison Elsmore Treasurer</b>