



# Trustees' Annual Report for the period

Period start date  
From 1 April 2020 To 31 March 2021  
Period end date

## Section A

### Reference and administration details

Charity name

Sancton Village Hall

Other names charity is known by

Previously known as Sancton and District Youth Club

Registered charity number (if any)

523289

Charity's principal address

Chapel Farm

King St

Sancton

Postcode

YO43 4QP

### 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	Mrs AJ Liley	Chair		
2	Mr RD Thomson	Treasurer		
3	Mr R Shucksmith	Secretary		
4	Mrs G Reger	Trustee		
5	Mrs P Kay	Trustee		
6	Mrs L Mackley	Trustee		
7	Mrs J Le Bas	Trustee	1 April 2020-27 October 2020	
8	Ms S Collinson	Trustee	1 April 2020 - 27 October 2020	
9	Mrs P Parvin	Trustee		
10				
11				
12				

### 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)

The charity was established under a conveyance with a constitution adopted on 28 May 1960. Charity name and objects were changed under a cy-pres scheme in September 2014.

How the charity is constituted  
(eg. trust, association, company)

The trustees of the charity form the management group and have the responsibility to ensure adequate governance and management of the charity

Trustee selection methods  
(eg. appointed by, elected by)

The appointment of Trustees (members of the management group) is in accordance with the constitution. The management group consists of no more than 12 and no fewer than 3 members. All members retire after a period of one year and new trustees are elected at the AGM. The management group has the power to co-opt up to three individuals.

### 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.

Sancton Village Hall is a member of the East Riding Village Halls Network, a charity that provides advice, training and support to the trustees and management committees of village halls and other such community buildings.

The trustees adopted a policy on reserves.  
The trustees have a policy on risk management.

## Section C Objectives and activities

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

The objectives of the charity are:

1. The provision and maintenance of a village hall for the use of the whole community of Sancton and surrounding area without distinction of religious, political or other opinions including use for
  - a) meetings, lectures and classes
  - b) other forms of recreation and leisure time activities with the



object of improving the conditions of life for the inhabitants of  
Sancton and surrounding area

The trustees confirm that they have complied with the duty, contained in Section 17 of the Charities Act 2011, to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purposes of the Charity within the meaning of the Act is contained within the objectives stated above. However, national lockdowns and the covid19 pandemic have resulted in the hall being closed for most of the year. During the periods when the hall was permitted to be open the main activities for public benefit in 2020/21 were as follows:

- Craft group held monthly
- Film club – Sancton Cushion Cinema had a short season
- Weekly Pilates
- Weekly hooping class
- Twice weekly table tennis
- Monthly coffee morning
- Venue for local hire – hire numbers were much reduced

**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)**

**Additional details of objectives and activities (Optional information)**

The trustees closed the hall to all activities on 17 March 2020 in response to the Covid-19 pandemic and re-opened for a short period in the summer of 2020 when social distancing was relaxed. All activities were risk assessed and action taken to mitigate against Covid-19 and Legionella. The hall was made Covid-19 secure with sanitation, signage and requirements for social distancing and face covering at events. Any activity that could not be undertaken safely was cancelled, and a booking system was introduced to control numbers to ensure social distancing. This reduced the number of people able to participate in group activities, so a reduction in hire fee of 50% was agreed for hirers until social distancing was no longer required. A tracking system was put in place to aid public health in contacting people who had been in contact with a person infected with Covid-19, including a site specific QR code.

As income was substantially reduced, the trustees made applications for the following grants to ensure the hall remained viable:

- Retail Hospitality and Leisure Grant
- LRSG (Closed)
- ARG

The hall was also supported by a grant from the New Market Weighton Community Shop. Sancton Hill Community Fund confirmed a grant towards the installation of new hand dryers and a small grant for improving loft access, and HEY SMILE gave a donation of PPE and sanitiser.

The trustees took the opportunity of hall closure and grants to install a new heating system, safer loft access and more effective and reliable hand driers in all WCs.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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

The charity has met its wider objects this year as agreed with the Charity Commission in 2013/14.

The charity has limited its activities in response to the covid-19 pandemic and has had a much smaller reach into the community this year. Many regular users were reluctant to leave home for inessential activities in line with government advice. The trustees have had a focus on making the building covid-19 secure, risk assessments for activities in relation to containing covid-19 and improving legionella monitoring. They have also sought to make improvements to the building and have installed a new and more efficient heating system, and installed a loft ladder and boarded out the loft to make safe access for heating inspections.

## Section E

## Financial review

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

The Policy on Reserves is to have an operating reserve of 18 month's expenditure and an emergency buildings reserves of up to £15,000. The policy will be reviewed annually.

**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.

The charity's main source of funds in 2020/21 came from unrestricted government grants administered by East Riding of Yorkshire Council, and smaller restricted grants geared towards making improvements to the building.  
All expenditure was in support of the charity's objectives.

## Section F

## Other optional information



The Covid 19 pandemic has resulted in the village hall being closed for most of the year, and required additional measures to be put in place to mitigate against infection.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>ADWley</i>	<i>Rob Thomson</i>
Full name(s)	Anita Jane Liley	Rob Thomson
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	13 September 2021	

# **Sancton Village Hall**

## **Independent Examiner's Report**

### **To the Trustees of Sancton Village Hall**

I report on the accounts of the Charity for the year ended 31 March 2021.

#### **Respective Responsibilities of Trustees and Examiner**

As the charity's trustees, you are responsible for the preparation of accounts. You consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions of the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

#### **Scope of Independent Examination**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
S K Vicary FCCA, CTA, BSc (Hons)  
Bridgeholm Farm  
Riverhead  
Market Weighton  
York YO43 4LY

Date ..... 19.7.21 .....





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Sancton Village Hall

No (if any)  
523289

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Apr-20		31-Mar-21

### 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>					
Fund raising events general, including coffee mornings, quizzes	1170 922	-	-	1170 922	6,961
General donations	2,154	-	-	2,154	476
Hall hire	407 400	-	-	407 400	4,409
FIT payments	719	-	-	719	686
Interest	9	-	-	9	9
Retail, Hospitality Leisure Grant	10,000	-	-	10,000	-
Sport England Grant	550	-	-	550	-
LRSG	5,431	-	-	5,431	-
CBLP Grant	4,000	-	-	4,000	-
ARG	571	-	-	571	-
Sancton Hill small grant	-	500	-	500	-
Future Communities grant	200	-	-	200	-
Sancton Hill Community grant	-	1,404	-	1,404	-
<b>Sub total (Gross income for AR)</b>	<b>25211 24,956</b>	<b>1,904</b>	<b>-</b>	<b>27115 26,860</b>	<b>12,541</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>					
<b>Total receipts</b>	<b>24,956</b>	<b>1,904</b>	<b>-</b>	<b>26,860</b>	<b>12,541</b>
<b>A3 Payments</b>					
Events costs, including catering, fees etc	124 411	-	-	124 411	455
Utilities	704 468	-	-	704 468	781
Subscriptions and licences	232	-	-	232	714
Safety and maintenance	446 4,662	-	-	446 4,662	706
Insurance	432	-	-	432	428
Sancton Hill Small grant	-	500	-	500	32
Equipment	-	-	-	-	47
<b>Sub total</b>	<b>6108 5,805</b>	<b>500</b>	<b>-</b>	<b>6608 5,805</b>	<b>3,163</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>					
<b>Total payments</b>	<b>5,805</b>	<b>500</b>	<b>-</b>	<b>6,305</b>	<b>3,163</b>
<b>Net of receipts/(payments)</b>	<b>19103 19,151</b>	<b>1,404</b>	<b>-</b>	<b>20507 20,555</b>	<b>9,378</b>
<b>A5 Transfers between funds</b>					
	31,837	1,446	-	33,283	30,391
<b>A6 Cash funds last year end</b>					
<b>Cash funds this year end</b>	<b>50940 50,988</b>	<b>2,850</b>	<b>-</b>	<b>53790 53,838</b>	<b>30,391</b>



# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		50940 50,988	2,850	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	50940 50,988	2,850	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Timberclad hall and surrounding parking	Charity 523289	-	-
	Tables and chairs to seat 80	Charity 523289	-	-
	Crockery, cutlery and kitchen equipment	Charity 523289	-	-
	4 table tennis tables, 1 robot	Charity 523289	-	-
	5x6 panel display boards and 1x3 panel display board	Charity 523289	-	-
	AV equipment - screen, projector, blu-ray player, sound equipment	Charity 523289	-	-
	Soundproofing panels	Charity 523289	-	-
	Solar panels to 4kw	Charity 523289	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*Robert Thomson*  
*R. Shucksmith*

Robert Thomson  
Robin Shucksmith

8/7/21  
8/2/21



# Sancton Village Hall

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			-	-
			-	-
			-	-

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			-	
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Date of approval

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*R. Shucksmith*

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8/7/21  
8/2/21