



Trustees' Annual Report for the period

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

Charity name: Alstonefield Village Hall Committee

Charity registration number: 228929

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the benefit of the residents of the Parish of Alstonefield, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation.
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	Residents of the Parish use the hall most days of the week for a variety of activities of benefit to all ages, ranging from pre-school children to the most elderly residents. Activities include indoor bowls; pilates and yoga classes; arts classes; parent and toddler sessions; Cricket Club teas; and a 'Friendship Club' (mostly aimed at retired residents). It is used by the Parochial Church Council, the Parish Council, and other groups for meetings or regional events such as Council elections. Commemorative activities such as funeral wakes are held here and the committee seeks to maintain a high standard for the premises, to increase its use for events such as wedding parties, to provide an economically attractive option for locals. To enhance social and cultural engagement, the committee holds regular concerts, which also provide valuable income towards the running costs. An outreach Post Office operates from the premises twice a week.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Committee has policies and procedures in place, to ensure it operates in line the Charity Commission's expectations with regard to public benefit, as well as adherence to legal and other regulatory obligations

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not make grants or other donations to third parties. Page 73 of our Committee Handbook makes reference to this (in relation to reduced hire charges for other charities) “...as a charity we should not make donations to other charities (as distinct from supporting the community), which would be the effect of making no charge for use of the premises and its utilities.”
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	n/a
Other		n/a

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 overriding obligation on the committee is to maintain the premises such that it can provide long-term benefit to residents of the Parish. A long overdue project to re-surface the large car park was completed (at a cost of £31,500, with £10,000 contribution from the National Lottery Fund). Other internal works were completed while the premises were out of use because of the pandemic, in particular decorative improvements to the main room, in readiness for returning to normal. It was fortunate that we were permitted to continue with the outreach Post Office – without that, we’d probably have had to close down, drain the water systems, etc. By staying open, we were able to support volunteers making medical ‘scrubs’ in the Hall – which continued until the end of May.</p> <p>Towards the end of the year, we established a pop-up takeaway café, which was a ‘permitted activity’, and something appreciated by locals and visitors alike. It also provided a useful income stream at a time when there were almost no other bookings.</p> <p>To do even these limited things, we had to become a ‘COVID Secure Venue’ with all the associated requirements such as risk assessments, cleaning protocols and signage for things like Track & Trace. This cost money but it enabled us to support the community, consistent with our charitable objectives.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The achievements of the year were wholly consistent with the charity's objectives.
Performance of fundraising activities against objectives set	Para 1.41	Fund-raising activities were extremely limited in this financial year. Normally, the committee runs monthly concerts and serves refreshments alongside Car Boot markets (contributing around a third of the charity's income) but these were not possible. Local authority grant aid was, in effect, a substitute for our normal fund-raising.
Investment performance against objectives	Para 1.41	Deposit funds are maintained at levels sufficient to ensure predictable costs and reasonable contingencies can be covered, rather than building reserves for no clear purpose. Investment returns on balances are under constant review, in terms of competitive returns on interest-yielding deposit accounts.
Other		n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the year-end remains strong, despite the ongoing COVID-19 pandemic and a significant item of planned expenditure (£31,500), largely due to grants received from the Local Authority and a Lottery Grant of £10,000 towards the above.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are only held at a level that enable predictable costs and reasonable contingencies to be covered. There have been external events in the past, such as foot and mouth disease, that have seriously affected income, and the current pandemic is a reminder that a reasonable level of reserves is necessary. The capital sums on deposit at the end of the year (around £48,500, including £20,641 in the Virgin Account Refurbishment Fund) are fairly high but further maintenance projects are planned and in the light of there being no end in sight to the pandemic, the amounts held are considered reasonable for this well-used community facility.
Amount of reserves held	Para 1.22	£48,539
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	n/a
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a

A description of the principal risks facing the charity	Para 1.46	The COVID-19 pandemic highlighted the risk of income from hire charges being significantly reduced, such that overheads might not be covered without fund-raising (or grants). Whilst this is a risk that has crystallised before (for example, when Foot & Mouth disease decimated income in 1967), the loss of revenue in this financial year would have had a severe impact on maintenance and planned projects, had it not been for local authority grants. This is a risk we had previously identified, leading to a change in our policies in relation to reserves, although the effective closure of the premises for much of the financial year also illustrated the reductions in basic running costs that naturally occur. Hence we are satisfied the risk can be managed in financial terms, albeit that the objectives of the charity are frustrated when the building is out of use for long periods.
Other		
SUMMARY OF ACCOUNTS		See below

ALSTONEFIELD VILLAGE HALL 1/4/20 - 31/3/21

	Summary of Accounts	
	2020-2021	2019-2020
Balance brought forward from previous year	52,339.27	43,273.21
Receipts		
Lettings	1,569.00	9,118.82
Fundraising	-	2,825.75
Concerts	-	10,850.00
Car Park	1,088.77	882.56
Donations	1,740.00	4,152.25
Books/cards	-	65.77
Refunds/Gift Aid	265.14	668.36
Bank Interest	116.88	157.42
Grant	31,036.00	
Sales of assets	-	700
Total Receipts	35,815.79	29,420.93
Payments		
Cleaning & Toiletries	674.54	570.52
Licences, Insurance & Affiliations	1,214.48	1,067.99
Water & Sewerage	-	127.65
Maintenance	33,736.24	3806.36
Postage, Telephone, Stationery	41.43	41.61
Telephone/Internet	602.84	475.09
Heating	-	1,265.64
Electricity	638.59	555.38
Replacements & Repairs	1,043.90	2482.88
Waste Bins	-	314.67
Concert Expenses (incl. Donation to Lisieux Trust)	200.20	5,484.37
Old School Garden	313.00	195
Misc. (including new kitchen equipment)	1,150.86	3,967.71
Total Payments	39,616.08	20,354.87
Balance at year end	48,538.98	52,339.27
Reconciliation		
Deposit Accounts balance at year end (Yorkshire current)	1,945.33	29,372.26
Virgin Account (Refurbishment Fund)	20,641.02	20,540.01
Current Account balance at year end (Yorkshire cash)	23,536.61	449.11
Current Account balance at year end (Santander)	2,385.70	1,877.71
Cash-in-hand at year end	30.32	100.18
Less Payments not reached bank a/c at year end		-
Receipts not reached bank a/c at year end		-
Total	48,538.98	52,339.27
	- 0.00	- 0.00

Treasurer	D Railton	16/4/21
Independent Examiner	<i>[Signature]</i>	17/4/21
Chairman	<i>[Signature]</i>	19/4/21

Notes

Additional Assets as at 31st March 2021

Concert float (Dave Littlehales) £778.50 £778.50

Bar float (Frank Lipp) £690.20 (change float £266.60, stock float £285, stock at cost £0)= £551.60 £551.60

Car boot float (Debs Railton) £100 £100.00

Structure, Governance and Management

Description of charity's trusts:		
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	Charitable trust
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	The committee comprises 4 volunteer (elected) members; 6 members representing local organisations (including the Parochial Church Council and the Parish Council); and up to 4 co-opted members.

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	New trustees are asked to familiarise themselves with the Committee's Handbook
The charity's organisational structure and any wider network with which the charity works	Para 1.51	n/a
Relationship with any related parties	Para 1.51	n/a
Other		n/a

Reference and Administrative details

Charity name	Alstonefield Village Hall Committee
Other name the charity uses	n/a
Registered charity number	228929
Charity's principal address	Alstonefield Memorial Hall and Community Centre Beresford Lane Alstonefield Staffordshire DE6 2FR

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	Martin Snodin	Chair		Local History Group
2	Margaret Cohen	Treasurer/Sec	01/4/20 – 29/07/20	
3	Joanna Griffin	Booking Officer		Parent & Toddlers
4	Dave Littlehales	Vice Chair		
5	Val Littlehales			Parochial Church Council
6	Ann Morgan			(Friendship Club from 01/12/20))
7	Deborah Railton	(Treasurer from 29/07/20)		
8	Frank Lipp			
9	Mandy Turley		01/04/20 – 01/12/20	Friendship Club
10	Jamie Tomlinson		01/12/20 - 31/03/21	
11	Ian Longdon (dec'd)		01/04/20 – 07/07/20	
12				
13				
14				
15				

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

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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n/a		

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

n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a


Other optional information

n/a

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Martin Snodin	
Position (eg Secretary, Chair, etc)	Chair	
Date	17 December 2021	