

**Trustees' Annual Report
2020 - 2021**

Names of Trustees

Helen Lawler	Chair
Annette Hennessy	Secretary
Dave Tasker	Treasurer
Ian Saunders	Bookings Secretary
Ian Hilton	
Mike Green	
Mike Welburn	
Ben Crossley	Field Broughton Parochial Council
John Hibbert	FBPC (resigned 7/5/20)
Geoff Wightman	Lindale and Newton-in-Cartmel Parish Council.

Introduction

2020-21 Achievements

Inevitably the year 2020-21 has been challenging due to the Covid-19 pandemic. The Hall has been closed or with restricted use for the whole year and the Trustee's management committee has mostly met online. In spite of the closure, there has been much for the committee to do in response to the changed circumstances and it has met monthly instead of the previous quarterly. The issues included loss of income, safety concerns, the loss of community use and how to plan for this in an uncertain future.

The opportunity was also taken to deal with various governance issues to protect the Hall as a community asset. These included the legal registration of ownership of the Hall, reviewing the Trust Deed, Trustee induction, banking and other financial arrangements. More detail on these issues below.

Throughout the year Trustees have followed the guidance on Covid provided by ACRE (Action with Communities in Rural England). Normal community activities were suspended for the duration. However, the management committee, mindful of its responsibility that the hall exists for public benefit, continued to look for ways to promote this even during lockdown. The only option was to hold some outdoor activities subject to Covid safety measures. This led to the purchase of 3 large gazebos to support this both during Covid and as an asset for the future. We even managed to hold a successful outdoor 'Locally Produced' event in December which showed that people are still willing to attend such an occasion if managed safely. The community has also continued to support the fundraising "200 club" even during lockdown.

Future Plans

The prospects for opening up the Hall are encouraging but will be constantly reviewed. More outdoor events are planned including a 'Locally Produced' market and a summer community music festival. Some indoor uses will return subject to Covid safety measures. The Trustees are really looking forward to working with the community to encourage and support new uses and to enable these to work safely.

In anticipation of this, a programme of needed improvements to the interior decoration is being prepared. There will also be gradual improvements to the appearance and usefulness of the outside spaces, especially the rear garden.

There will be renewed efforts to communicate the potential of the Hall through more publicity and new ways of reaching people. The up-coming 50-year anniversary of the Hall will be used to raise interest and opportunities for consultation.

During 21-22 further improvements will be made to governance systems, including a review of existing policies, using standards and guidance from set by ACRE and the Charity Commission.

There will be consideration of longer-term planning for the Hall, for example 'green' requirements, digital connections and how else might it serve the communities.

Governance

The Village Hall was established as a charity in 1971 following the closure of the village primary school. Thanks to the initiative of members of the community, the building and freehold were sold by the Carlisle Diocesan Board of Finance and set up as a Newton in Cartmel Village Hall Trust for the use by the community. This is defined in the Trust Deed as the "Area of Benefit" and currently interpreted to include the villages of High Newton, Low Newton, Ayside, Field Broughton, High Cark and Seatle.

This was amended at the committee meeting of 23/2/21 and on the Charity Commission website as follows:

<p>RESOLUTIONS TO AMEND THE SCHEDULE OF THE TRUST DEED (Under section 280, Charities Act 2011) The following amendments to the Newton in Cartmel Village Hall Trust Deed are presented to the Committee for acceptance:</p> <p>COMMITTEE OF MANAGEMENT</p> <p>- 3(1) Except as hereinafter in this clause provided the Committee shall consist of eight elected members and two representative members and may include not more than two co-opted members. <i>Replaces- Except as hereinafter in this clause provided the Committee shall consist of five elected members and six representative members and may include not more than three co-opted members.</i></p> <p>- 3(3) One representative member shall be appointed by each of the following organisations</p> <ol style="list-style-type: none">1. Field Broughton Parochial Church Council2. Lindale and Newton in Cartmel Parish Council <p><i>Replaces – Two representative members shall be appointed by each of the following organisations</i></p> <ol style="list-style-type: none">1. <i>Newton in Cartmel & Field Broughton Women's Institute</i>2. <i>Field Broughton Parochial Church Council</i>3. <i>Upper Allithwaite Parish Council</i> <p>ANNUAL GENERAL MEETING</p> <p>- 11(1) There shall be an annual general meeting in connection with the charity which shall be held in the month of May in each year or as soon as practicable afterwards. <i>Replaces – There shall be an annual general meeting in connection with the charity which shall be held in the month of March in each year or as soon as practicable afterwards.</i></p>

During 2020-21 measures were taken to regularise the position over ownership, registering it with the Official Custodian and the Land Registry. There was also a review of whether the existing status as an 'unincorporated organisation' was in the best interest of the community. Other options were explored but, after legal advice was sought, this was confirmed as the most appropriate.

In 2020-21 a rigorous review of financial policies and procedures were also carried out and a financial policy, reserves policy and financial procedures were accepted by the management committee.

Appointment of Trustees

The Trust Deed governs the appointment of Trustees and the management of the charity. During 2020-21 the wording of the Deed regarding the make-up of the committee was updated to reflect current needs. There may be up to 12 Trustees of which 8 Trustees can be elected at the Annual General Meeting to be held in May. Two Trustee positions are reserved, one for Field Broughton Parochial Council and one for Lindale and Newton-in-Cartmel Parish Council. The management committee has the power to co-opt up to 2 further Trustees on an annual basis to be more representative of the community and allow the management committee to appoint more specialist expertise where necessary.

A formal induction process was also undertaken during the year for new and existing Trustees explaining Trustees' responsibilities and duties.

Policies and Procedures

To guide the Trustees in exercising their duty of care to volunteers and users of the hall, the following policy statements and procedures have been adopted –

	Agreed
Financial Policy	April 2021
Reserves Policy	April 2021

Risk management policy	Oct 2017
Investment policy	Oct 2017
Safeguarding policy	Oct 2017
Conflict of Interest Policy	Oct 2017
Policy for managing volunteers	Oct 2017
Complaints policy	Oct 2017
Policy on paying staff	Oct 2017
Equality and Diversity Policy	Oct 2017

A Governance Manual is in the process of being created to bring together all relevant information and sources of advice to assist current and successive Trustees.

Using/Hiring the Hall

Use of the Hall is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. This year additional requirements were added including the obligation on the hirer to provide a Covid risk assessment.

A Users' Manual is being produced to provide more information to users about the facilities offered and the procedures required for booking and using the building.

Licences

The hall is registered with the local authority for small society lotteries. Where events are being held which involve the sale of alcohol a Temporary Event Notice is required.

Risk Management

Insurance

The village hall is insured with Alliance Westminster for

- Buildings £444, 943 Last updated 2020
- Contents for £9609. Last updated 2020.
- Public liability £10,000,000
- Trustee indemnity £10,000
- Employees' liability £10,000,000
- Legal expenses £10,000

The committee recognises that it is under a legal obligation to protect the building, its users and any employees through adequate and appropriate insurance.

Building Issues

- A building condition survey has been undertaken in March 2021 and progress will be monitored against the survey, seeking professional views when required
- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified electrical engineer every 5 years.
- A Fire Safety Risk Assessment is updated annually
- Fire fighting appliances are inspected annually under contract with a supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by all users of the hall are set to achieve this.

This year, additional Government grants were received to support the Hall during closure due to Covid. Financial Reports and records from the end of the 21/22 Financial Year will be externally and independently examined.

Reserves Policy

The Village Hall Committee will regularly review its reserves position and policy, considering the current level of reserves, expenditure plans and the relevant risks associated with budgeted income streams. This review will take place at the beginning of each financial year in conjunction with the budget setting process and will be returned to during the course of the year should circumstances change and require a revision to plans.

The adopted reserves policy is set out below:

- The budget process should establish what the annual running costs of the Village Hall are and a sum equal to two years of running costs will then be maintained in the Village Hall's current account with the objective of having enough funds to maintain the Hall and its activities in the event of income being completely curtailed.
- Further funds will be left in the current account to cover the budgeted one-off project spend for the following financial year, that amount to be agreed through the acceptance of the proposed budget. The current years project budget to be determined by the amount of Reserve funds available, taking into account any foreseen long-term needs for growing and retaining reserves (e.g. roof fund).
- Where the budgeted running costs (i.e. budgeted costs excluding budgeted one-off project costs) exceed the budgeted income for the following year, an amount equal to that deficit will also be left in the current account.
- Any surplus to the above amounts, as established at the beginning of the Financial Year as part of the Budget setting process, will be transferred to the reserve / savings account which are to be set aside as a sinking fund to fund long-term maintenance costs (e.g. a roof fund) or future years one-off projects as deemed affordable at the time in the light of the long-term maintenance plans.

Any unexpected one-off maintenance or project activity and related expenditure not covered in the budget will be funded from the reserves that exist in the Village Halls Reserves accounts.

The total reserves balance at the end of the 20/21 Financial Year was £26,236. The current account balance within those reserves net of un-presented cheques was £19,668. Annual running costs are estimated to be £2,500 and the agreed budget for one-off project expenditure was set at £8,500. Outside of the budgeted one-off project expenditure, the budget set for 21/22 is a balanced budget and no running cost deficit has been budgeted. Therefore, in line with the above reserves policy, £6,168 (£19,668 less £2,500 x2 less £8,500) will be transferred from the current account to the savings/reserve account. The sinking fund reserve balance will then be £12,736.

The Trustees are responsible for the maintenance of the village hall and from time to time this may involve major works far in excess of cash reserves held. On identifying such major works, fundraising or applications for grants are undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

Objectives of the Charity

- 'Shall be held in trust for the purposes of a village hall for use of the inhabitants of Newton in Cartmel and the neighbourhood distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, and in particular for use for meetings, lectures and classes or other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants'.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives would ordinarily have been pursued in the activities of the charity this year. For example:

- the Hall is available for use most days of the week for a variety of activities. Pre-Covid these have been yoga, dance, talks, entertainments, village social functions, a monthly 'Locally Produced' market, Senior Friendship Club and elections.
- The Hall is also available for hire for private functions including children's parties, wedding receptions, funeral teas etc

Volunteers' Effort

On an average year we calculate that the hall requires 1200 hours of volunteer committee time, ie 100 hours per month, to look after the governance, maintenance, special improvement projects and running of the hall. Ordinarily the community is also very active with organising events, and involved also in the maintenance and the running of the hall. Obviously this year has restricted both, nonetheless there has been a wide variety of voluntary community contribution, for example, organising a raffle, planting flowers, a plant sale, undertaking a building survey, supporting food hygiene procedures, help with fixing the gates, and a significant voluntary community support to stage a COVID safe Locally Produced event.

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

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Helen Lawler
Position	Chair
Date	April 2021

		20/21 Total £		19/20 Total £
Income				
200 Club	1,448.00		1,402.00	
Room hire / Donations etc.	584.40		2,139.06	
Events	777.74		3,294.22	
		2,810.14		6,835.28
Other Income				
Covid Grants	19,669.00		2,500.00	
Other	0.00		0.00	
		19,669.00		2,500.00
Bank Interest Received	2.26		12.05	
Other Interest Received	0.00		0.00	
		2.26		12.05
TOTAL INCOME		22,481.40		9,347.33
Events & Fund Raising Costs				
200 Club Prizes	794.75		738.65	
Event Costumes & props	0.00		28.60	
Other event costs	88.39		240.00	
		883.14		1,007.25
Property Costs				
Fire Extinguisher Service	103.62		94.44	
Boiler Service	72.00		0.00	
Other Maintenance	156.63		2,251.52	
Replacements & Renovations	32.36		5,427.87	
Electricity	178.73		231.17	
Heating Oil	0.00		402.76	
Water charges	190.14		178.39	
Property Insurance	659.27		651.53	
Cleaning	176.70		66.73	
		1,569.45		9,304.41
Finance & Administration				
Postage & Stationery	20.00		0.00	
Legal & Professional	798.41		0.00	
Advertising	0.00		100.00	
Website Hosting / Domain etc	0.00		160.00	
Sundries	377.60		395.78	
		1,196.01		655.78
One-Off Project Expenditure				
Kitchen Decoration	1,400.00			
Gazebos	1,999.98			
		3,399.98		
TOTAL EXPENDITURE		7,048.58		10,967.44
NET SURPLUS (+) / DEFICIT (-)		15,432.82		-1,620.11
OPENING RESERVES				
Current Account - NW	5,259.46		7,299.92	
Current Account - Co-op	0.00		0.00	
Unpresented Cheques / Accrued Income	-78.78		-520.00	
Business Reserve Account - NW	5,564.97		5,552.92	
Reserve Savings Account - Co-op	0.00		0.00	
Petty Cash balance	57.25		90.17	
Government Bonds	0.00		0.00	
		10,802.90		12,423.01
CLOSING RESERVES				
Current Account - NW	19,417.42		5,259.46	
Current Account - Co-op	331.37		0.00	
Unpresented Cheques	-65.00		-78.78	
Business Reserve Account	5,567.23		5,564.97	
Reserve Savings Account - Co-op	1,000.00			
Petty Cash balance	-15.30		57.25	
Government Bonds	0.00		0.00	
		26,235.72		10,802.90
MOVEMENT IN RESERVES		15,432.82		-1,620.11

Newton in Cartmel Village Hall Registered Charity 3421985
Income and expenditure report 1 April 20 – 31 March 21