



Trustees' Annual Report for the period

From	Period start date			Period end date		
	1	APRIL	2020	To	31	MARCH 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Millbrook Village Hall
The Parade
Millbrook Cornwall
Postcode <input type="text" value="PL10 1AX"/>

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	Clare Watkins	Chair		
2	Roger Bews	Vice Chair		
3	Amy Luxton	Minute Taker		
4	Lauren Fitzpatrick	Booking/Treasurer		
5	Tony Philips		01/04/20 – 06/10/20	
6	Edward Cosbie			
7	Brian Simmons			
8	Edward Edwards			
9	Tania Morris		Elected 25/06/20	
10				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
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Millbrook Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Health & Safety	Tony Philips	56 West Street Millbrook Cornwall PL10 1AD
Financial	Laurence Watkins	2 Summerhill Terrace Millbrook Cornwall PL10 1HA

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

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.

<p>We have updated the Health and Safety Policy (including a Risk Assessment protocol) and a rolling programme of review and update has been put in place for other policies and procedures.</p> <p>We have written a specific Risk Assessment for Covid -19 which has been regularly updated when Government advice changed and the user groups kept informed.</p> <p>We are a member of the South East Cornwall Community Halls Network and attend their programme of networking and updating.</p> <p>We subscribe to Community Buildings News Updates via email and get all the latest updates from ACRE (Action with Communities in Rural England) . We have attended Zoom information seminars they have run during the last year.</p> <p>We maintain a close relationship with Millbrook Parish Council who are the owners of the Village Hall and have an office in the building.</p>
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Section C Objectives and activities

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

Manage and maintain the hall for the use of the inhabitants of the Parish of Millbrook in the County of Cornwall.
This includes use for meeting, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

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)

Activities undertaken focus on ensuring there are Covid safe, well maintained and well provided facilities for local organisations to use at low cost. These include a Preschool facility which has continued when permitted within the Government Covid Guidelines but the variety of sports, cultural and leisure groups have been reduced or suspended depending on the Governments Covid advice.

The Charity also organises theatre, music and film shows for the local inhabitants to enjoy and participate in at low cost but this has been temporarily suspended the last year due to Covid.

The Trustees have had due regard to the Charity Commision's Guidance on Public Benefit.

Additional details of objectives and activities (Optional information)

The Charity has a group of community volunteers who support its activities when permitted.

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

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Achievements and performance

Summary of the main achievements of the charity during the year

The Village Hall facilities were not available throughout the year due to the Covid restrictions but when available it was maintained at a high standard with cleaning and maintenance as appropriate.

The facilities were improved during the year with the following initiatives:

- Upgrading lighting systems to LED continue providing better lighting with lower energy consumption.
- Continuing to offer a discounted rate or 'rent holiday' to the Pre-school which enabled this facility to continue to provide a valuable service to the village.
- Looking into a renewable source heating system to replace the current oil boiler. A professional Feasability Study was undertaken and we looked into getting an Air Source Heat Pump for installation in August 2021 which is ongoing.
- The 5 yearly Electrical Inspection was undertaken and we have had the work done as advised in the report including the replacing all the breakers in Consumer Unit with required RCBOs.

Section E**Financial review****Brief statement of the charity's policy on reserves**

The charity has a policy of keeping a £7000 reserve in a separate account for emergencies.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)You **may choose** to include additional information, where relevant about:

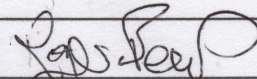
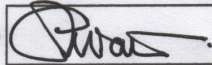
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

CLARE WATKINS

Raphael Jones

Position (eg Secretary, Chair, etc)

Chair

Vice Chair

Date

24/4/21

MILLBROOK VILLAGE HALL CHARITABLE TRUST

REGISTERED CHARITY NO. 1054600

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31st MARCH 2021

Independent Examiner's Report to the Trustees of Millbrook Village Hall Charitable Trust (Registered Charity No. 1054600)

I report to the trustees on my examination of the accounts of Millbrook Village Hall Charitable Trust (the Trust) for the year ended 31st March 2021, as set out on pages 1-2 showing a net surplus for the year of £20,954.

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 all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act: or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with my examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached

Clive Murphy BA(Hons) MAAT
Clive Murphy Ltd.
19, Anderton Rise
Millbrook, Cornwall

Dated: 7th June 2021

Millbrook Village Hall Charitable Trust
Receipts and Payments Accounts
Year Ended 31st March 2021

	2020/21	2019/20
<u>INCOME</u>		
Rental Income	604	13,921
Event Income	-	1,280
Solar	1,594	1,778
Donations	20	-
Grants & Donations	29,598	-
Other	32	23
	<u>31,848</u>	<u>17,002</u>
<u>EXPENDITURE</u>		
Water	472	501
Light & Heat	717	1,285
Maintenance	3,318	1,494
Cleaning	1,609	2,245
Event Expenditure	180	1,478
Licences	-	514
Postage & Stationery	44	94
Equipment Purchases	67	645
Telephone	-	11
Insurance	1,880	1,790
Independent Examination	286	286
Treasurer/Booking Clerk Remuneration	2,145	3,342
Refunds	119	1,279
Other	37	13
	<u>10,874</u>	<u>14,977</u>
Net Surplus/(Deficit)	<u>£20,974</u>	<u>£2,025</u>

Note:- No restricted funds have been received or held during the year, and the charity has no endowment funds.

Millbrook Village Hall Charitable Trust
Statement of Assets & Liabilities
As at 31st March 2021

	<u>2021</u>	<u>2020</u>
Bank - Lloyds Current	14,380	13,426
- Lloyds Savings	33,208	13,208
Petty Cash	50	30
	<u>£47,638</u>	<u>26,664</u>
Accumulated funds		
Balance brought forward	26,664	24,639
Plus:- Surplus for year	<u>20,974</u>	<u>2,025</u>
	<u>£47,638</u>	<u>26,664</u>

Note:- The Trust also owns various items of equipment. These items have been valued by the trustees at £17,646.

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