

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2021		31	12	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Susan Cassidy	Chairman		
2	Val Durnall	Secretary		
3	Maureen Charles			
4	Ian Pugh	Webmaster		
5	Chris Cassidy	Treasurer		
6				
7				
8				
9				
10				
11				
12				
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
The Official Custodian for Charities	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 Deed dated 5 June 2007
Trustee selection methods (eg. appointed by, elected by)	Elected at the Annual General Meeting by members of the management committee.

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.

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Section C Objectives and activities

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

Hire of the village hall for local activities and maintaining the building and grounds to required standards.

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)

The trustees have applied the Charity's income to meet the costs of maintaining, repairing and improving the fabric of the hall together with ensuring all administrative and legal costs have been met to include insurance and performing rights.

The building is for the use and benefit of the inhabitants of the village of Callow End, in the parish of Powick, in the County of Worcestershire as prescribed in the indenture dated 2 May 1924, although not particularly and only to those inhabitants, but for the use and benefit of the wider general public.

The use of the property is for meetings, lectures and classes or other forms of recreations and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Additional details of objectives and activities (Optional information)

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

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

The hall is managed by a committee of 3 volunteers and 5 Trustees.

Summary of the main achievements of the charity during the year

On behalf of the Callow End Village Hall Management Committee, there follows a review of activities for 2021.

Following Government Covid 19 legislation and Community First guidelines, the hall was closed for the first quarter. We adhered to the Covid reopening road map from the beginning of April when outdoor activities resumed, through May when controlled indoor events were held until complete reopening on 21 June.

Committee and Trustees

The Village Hall is a member of Community First and we have found their advice invaluable, particularly with regard to the management of the Covid regulations and guidance on terms and conditions and booking forms.

The legal ownership of the building and land has been transferred to the Official Custodian for the Charities Commission.

The Managing Trustees of Callow End Village Hall (charity number 506231) are: Sue Cassidy (as Chairman), Val Durnall (Secretary), Maureen Charles, Ian Pugh and Chris Cassidy (Treasurer).

Unfortunately, Jonathan Powell, who became a Trustee, resigned during the year due to increased work commitments and our policy of not holding wedding receptions or teenage birthday parties at the hall.

Sue Taylor continues to be a valuable part of our team, whilst not holding formal Trustee status. Her administration skills assist us with grant applications, booking manager duties and other supportive tasks.

We have recently welcomed new team members, Nigel Spencer and Hannah Talbot, and hope that they will become Trustees in the very near future.

Committee meetings are held regularly, although in the first half of the year by Zoom.

The Hall:

- Hand sanitisers and paper towel dispensers were installed to satisfy Covid-19 regulations, together with an isolation space in the store room. A one way in/out system was designed and Covid-19 terms and conditions issued to hirers. The one-way system and isolation space have now been removed.
- The hall was registered with NHS Test and Trace.
- Electrical Testing and Fire Extinguisher annual checks were carried out.
- Regular building and grounds maintenance was carried out throughout the lockdown period. The large Cherry Trees at the rear of the property were pruned. Grass cutting continued. We are working with Mencap to provide work experience to local young people in maintaining the hall.
- Successful management of the heating has continued by a Hive thermostat which can control the temperature of the hall remotely. This ensures that the heating is tailored efficiently to the activities and that the hall remains frost free. Thanks to Ian and Val for the successful management of this app. Tamper proof thermostatic valves were replaced on all radiators.
- Thanks to Annette Andrews for ensuring that the hall is always clean and ready for use and in particular for the extra deep cleaning regime and flushing of the water system carried out to comply with Covid-19 regulations. We also appreciate our users who leave the hall clean and remove all rubbish following their hire.
- Loft Insulation was installed which will reduce our energy consumption.
- New guttering and a replacement flat roof were installed at the rear of the property.
- Damp proofing work has been carried out to the north wall and a

full redecoration of the interior of the main hall has subsequently been carried out.

- The north wall large window curtain rail was damaged and, following a health and safety risk assessment, a decision was taken not to repair and the curtains removed. There are window blinds which are considered to be sufficient.

- Planning is well underway for a total refurbishment of the toilets in the summer of 2022. A grant has been obtained from the National Lottery and quotations received. The project is being headed by Val Durnall and Sue Taylor.

Events:

- No events, organised by the Committee, took place during the year due to covid restrictions.

- The management committee have joined the Rural Reels organisation and hope to show popular films in the near future including a Coronation Special to mark the Queen's Platinum Jubilee.

Bookings:

The hall remains extremely popular. During lockdown, provisional bookings continued to be taken for future dates. Once the hall opened, extra Covid terms and conditions were applied to all bookings on top of the standard and this greatly increased the workload of the Booking Manager. A new on-line booking system (Hallmaster) was trialled at the end of the year and this is now live and working extremely well. This means that we no longer have a dedicated booking manager but can easily share the reduced workload amongst the committee members. This new system has been enhanced by work carried out on the website by our webmaster Trustee, Ian Pugh, and this now features a virtual tour of the hall, link to the online booking system and the Hallmaster calendar. Ian has also upgraded the security of the site and reformatted the information pages. Further ideas are in the pipeline. Check it out at www.callowendvillagehall.co.uk

The hall was used as a Polling Station for the 5 May 2021 election.

We have an increased number of regular users for exercise classes, children's activities and local meetings. Some former users have still to return post-pandemic, including the Coffee Shop.

Finances:

The finances for 2022 are sound and consistent with the continued management of the hall.

Government grants for the retail, hospitality and leisure sector have been received. Our thanks to Councillor Tom Wells for his continued support in obtaining grants to assist village hall projects.

The accounts for the year to 31 December 2021 were successfully examined by an Independent Examiner, Mr Peter Fray, FCA and no matters of concern raised.

Summary:

Once again, as Chairman, I would like to acknowledge with thanks the committee members for their support and hard work during the year, together with their spouses and partners, who give freely of their talent and time.

Sue Cassidy

Chairman and Trustee

Callow End Village Hall Management Committee

May 2022

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity maintains levels of reserves consistent with its levels of expenditure.

Details of any funds materially in deficit

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.

See Chairman's report in Section D above

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) Sue Cassidy

Full name(s) Susan Jennifer Cassidy

Position (eg Secretary, Chair, etc) Chair

Date 8 August 2022

ANNUAL ACCOUNTS
For year ended 31 December 2021

Receipts and Payments Account

<u>2020</u> £		<u>2021</u> £
RECEIPTS		
10500	Grants Received	18532
3334	Booking Fees	6465
20	Way Leave	20
561	Fund Raising Net of Expenses	5
7	Bank Interest Received	2
20	Donations Received	0
<u>14443</u>	Total Receipts	<u>25024</u>
PAYMENTS		
938	Repairs & Renewals	3890
3374	Cleaning and Grass Cutting	3057
1317	Gas	851
358	Electricity	442
495	Insurance	507
486	Internet	476
269	Water	214
266	PRS	132
100	Sundry and postage	105
<u>7602</u>	Total Payments	<u>9674</u>
<u>6840</u>	Surplus for the year	<u>15350</u>

ANNUAL ACCOUNTS
for year ended 31 December 2021

Balance Sheet

<u>2020</u> £		<u>2021</u> £
	Current assets	
	Bank and cash balances :	
488	Community account	839
13000	High interest business account	28000
<u>13,488</u>	Total net Assets	<u>28839</u>
	Reconciliation of Current assets	
6,648	Current Assets as at 1 January 2020	13488
6,840	Surplus for the year	15350
<u>13,488</u>	Current Assets as at 31 December 2021	<u>28839</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Callow End Village Hall

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

506321
506231

Set out on pages

1 and 2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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:

18th May 2022

Name:

Peter Fray

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant (etired)

Address:

Keepers Cottage

Upton Bishop, Ross-on-Wye, Herefordshire, HR9 7UE



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Callow End Village Hall

No (if any)
506231

CC16a

Receipts and payments accounts

For the period from	Period start date 1 January 2021	To	Period end date 31 December 2021
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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 £
A1 Receipts					
Booking fees	6,465	-	-	6,465	3,334
Fund raising net of expenses	5	-	-	5	911
Charity collection	-	-	-	-	-
Donations received	-	-	-	-	-
Wayleave	20	-	-	20	20
Bank interest received	2	-	-	2	7
Grants received	18,532	-	-	18,532	10,520
	-	-	-	-	-
Sub total (Gross income for AR)	25,024	-	-	25,024	14,792
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,024	-	-	25,024	14,792
A3 Payments					
Cleaners costs	2,230	-	-	2,230	2,180
Cleaning product	105	-	-	105	49
Window Cleaning	40	-	-	40	-
Upkeep of grounds	1,060	-	-	1,060	950
Repairs and renewals	3,512	-	-	3,512	641
Gas	851	-	-	851	1,317
Insurance	507	-	-	507	495
Internet	476	-	-	476	486
Electricity	442	-	-	442	358
Water	214	-	-	214	269
Charity donation	-	-	-	-	350
PRS	132	-	-	132	266
Sundry and postage	55	-	-	55	50
Covid 19 costs	-	-	-	-	491
Subscription	50	-	-	50	50
	-	-	-	-	-
Sub total	9,674	-	-	9,674	7,952
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,674	-	-	9,674	7,952
Net of receipts/(payments)	15,350	-	-	15,350	6,840
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,488	-	-	13,488	6,648
Cash funds this year end	28,838	-	-	28,838	13,488

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	Current account	838	-	-
	Deposit account	28,000	-	-
		-	-	-
	Total cash funds	28,838	-	-
	(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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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
	Susan Cassidy	19/5/22