



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	01	2022	To	31	12	2022

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	Christopher Cassidy	Treasurer		
6	Nigel Spencer		From 7 Nov 2022	
7	Hannah Mary Talbot		From 7 Nov 2022	
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 <small>(eg. trust deed, constitution)</small>	Trust Deed
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust Deed dated 5 June 2007
Trustee selection methods <small>(eg. appointed by, elected by)</small>	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.

New Trustees are given a Trustee Induction pack which includes fact sheets issued by ACRE regarding roles and responsibilities of a Trustee, governing documents, a manual of information regarding the hall, details of indemnity insurance and risk assessments.

The charity's trustees have a flat organisational structure with each trustee bringing their own strengths to the whole. The charity is also a member of Herefordshire and Worcestershire Community First an organisation which supports the running and development of community facilities.

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 8 volunteers.

Summary of the main achievements of the charity during the year

Following Government Covid 19 legislation and Community First guidelines, gentle Covid-19 advice continued to be in force during the year. This involved making sure users were aware that Covid infections were still found in the community and to be vigilant in terms of distancing and hygiene. All Covid-19 restrictions have now been removed (March 2023).

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, guidance on terms and conditions and grant applications.

The Managing Trustees of Callow End Village Hall (charity number 506231) are: Sue Cassidy (as Chairman), Val Durnall (Secretary/Signatory), Maureen Charles, Nigel Spencer, Hannah Talbot (Signatory), Ian Pugh (webmaster) and Chris Cassidy (Treasurer/Signatory). The Custodian Trustee is The Official Custodian for Charities.

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. Committee meetings are held regularly. The management team have a wide range of skills and we are fortunate to have their enthusiasm and knowledge to run this community asset for Callow End.

The Hall:

- Following our successful grant applications to the National Lottery, headed by Sue Taylor and Worcestershire County Council via Councillor Tom Wells, a complete refurbishment of the toilet block was carried out during the Autumn. Although a portable toilet was installed to cover the absence of plumbed facilities, some hirers cancelled bookings resulting in a drop in income. Thank you to those regular hirers who continued to book the hall whilst the building work was carried out. The work was project managed and completed under the watchful eye of local building contractor, Paul Mucke, and we appreciated his diligence and expertise to work with our users and the committee, particularly Val. Although the work took longer than we initially anticipated, the result has brought our facilities up to modern standards.
- The closure of the main Upton Road for six weeks during the summer months so that gas main works could be carried out, led to a drop in use of the hall and resulting income.
- Electrical Testing and Fire Extinguisher annual checks were carried out.
- Regular building and grounds maintenance has been carried out by the committee together with seasonal grass cutting by a contractor. Ground maintenance has also been carried out with the support of a Mencap advisor/carer and helper.
- Successful management of the heating has continued via 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. We are shortly to replace the boiler for a more modern and efficient model.
- A new door lock has been fitted and the code regularly changed.
- A new internet router has been fitted which has resulted in better WIFI connectivity.
- The kitchen ceiling was replastered and painted. The fireplace trim surround was repaired and the hall floor deep cleaned and resealed.

The rear gutters were realigned and repaired.

- In addition to our usual festive Christmas Tree, we festooned the outside of the hall with lights during December. Thanks to Ian.

- Thanks to Annette Andrews for ensuring that the hall is always clean and ready for use. We also appreciate our users who leave the hall clean and remove all rubbish following their hire.

Events:

- The management committee have joined the Rural Reels organisation. The team, headed by Ian, produced a Coronation Special to mark the late Queen's Platinum Jubilee together with an Autumn 2022 and Spring 2023 season, each of three films. We enjoyed putting these film shows together for the community but these did not prove as popular as we would have liked, despite our fantastic prize-winning promotional entry in the village scarecrow competition in September. The later performances have been enhanced by Robin Shuard who supplied sound absorbing material and professional speakers. Thank you, Robin! A further season of films has been planned for Autumn 2023.

- In September, Defibrillator training was held in the hall by Malvern Heartstart. The defibrillator, which is mounted on the front wall, was checked and batteries and pads renewed.

Bookings:

The online booking system, Hallmaster, continues to help us manage the use of the hall, and we have renewed our subscription to the service for 2022-23. The system avoids the hall being double booked and potential hirers can easily see when the hall is available. For us, this means that the administration of the bookings is much easier to manage and the responsibility for this is now shared amongst the management team.

This means that it is a less onerous chore for the duty booking officer. All bookings for the hall can be made through the website www.callowendvillagehall.co.uk or by email info@callowendvillagehall.co.uk

Ian maintains the website and has expanded the information contained to include details of regular hirers, User Guides for the kitchen equipment, a virtual tour of the hall, upcoming event calendar, FAQ's and a virtual assistant. A first-class information website! Check it out! www.callowendvillagehall.co.uk

We have an increased number of regular users for exercise classes, children's activities and local meetings. Birthday celebrations are popular at the weekends. We do not take bookings for weddings or teenage parties due to the residential setting of the hall and past disruption of the quiet enjoyment of our neighbours.

Following complaints from our neighbours, fireworks can only be let off in the hall grounds by prior permission of the committee so that a pre-warning can be given.

Finances:

The finances for 2023 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.

Summary:

We would like to acknowledge with thanks the committee members, particularly newbies, Nigel and Hannah, for their support and hard work during the year, together with their spouses and partners, who give free of their talent and time.

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

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)	<i>Sue Cassidy</i>	
Full name(s)	Susan Jennifer Cassidy	
Position (eg Secretary, Chair, etc)	Chair	
Date	2 April 2023	

ANNUAL ACCOUNTS
For year ended 31 December 2022

Receipts and Payments Account

<u>2021</u> £		<u>2022</u> £
RECEIPTS		
18532	Grants Received	13467
6465	Booking Fees	12007
0	Rural Reels	-125
20	Way Leave	20
2	Bank Interest Received	31
5	Fund Raising Net of Expenses	5
0	Donations Received	0
<u>25024</u>	Total Receipts	<u>25405</u>
PAYMENTS		
3890	Repairs & Renewals	28975
3057	Cleaning and Grass Cutting	3355
442	Electricity	1233
851	Gas	1156
0	Equipment Hire	672
507	Insurance	585
476	Internet	583
214	Water	396
0	Legal Fees	376
0	Hallmaster Subscription	212
105	Sundry and postage	177
132	PRS	148
<u>9674</u>	Total Payments	<u>37868</u>
<u>15350</u>	Surplus for the year	<u>-12463</u>

15/05/2023

ANNUAL ACCOUNTS
for year ended 31 December 2022

Balance Sheet

<u>2021</u> £		<u>2022</u> £
	Current assets	
	Bank and cash balances :	
839	Community account	376
28000	High interest business account	16000
<u>28839</u>	Total net Assets	<u>16376</u>
	Reconciliation of Current assets	
13488	Current Assets as at 1 January 202	28839
15350	Surplus for the year	-12463
<u>28839</u>	Current Assets as at 31 December 2022	<u>16376</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Callow End Village Hall

**On accounts for the year
ended**

31 December 2022

**Charity no
(if any)**

506321

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

**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:

P Fray

Date:

15 May 2023

Name:

Peter Fray

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

Chartered Accountant (retired)

Address:

Keepers Cottage

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

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



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 2022	To	Period end date 31 December 2022
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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	12,007	-	-	12,007	6,465
Fund raising net of expenses	-	-	-	-	5
Donations received	5	-	-	5	-
Wayleave	20	-	-	20	20
Bank interest received	31	-	-	31	2
Grants received	13,467	-	-	13,467	18,532
	-	-	-	-	-
Sub total (Gross income for AR)	25,530	-	-	25,530	25,024
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,530	-	-	25,530	25,024
A3 Payments					
Cleaners costs	2,320	-	-	2,320	2,230
Cleaning product	175	-	-	175	105
Window Cleaning	40	-	-	40	40
Upkeep of grounds	820	-	-	820	1,060
Repairs and renewals	28,975	-	-	28,975	3,512
Equipment hire	672	-	-	672	-
Insurance	585	-	-	585	507
Internet	583	-	-	583	476
Gas	1,156	-	-	1,156	851
Electricity	1,233	-	-	1,233	442
Water	395	-	-	395	214
Hall booking system	212	-	-	212	-
PRS	148	-	-	148	132
Sundry and postage	177	-	-	177	55
Legal	376	-	-	376	-
Subscription	-	-	-	-	50
Rural reels	125	-	-	125	-
	-	-	-	-	-
Sub total	37,992	-	-	37,992	9,674
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,992	-	-	37,992	9,674
Net of receipts/(payments)	- 12,462	-	-	- 12,462	15,350
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,838	-	-	28,838	13,488
Cash funds this year end	16,376	-	-	16,376	28,838

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	376	-	-
	Deposit account	16,000	-	-
		-	-	-
	Total cash funds	16,376	-	-
	(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	Toilet refurbishment	500	-	
	Rural reels	93	-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Susan Cassidy	