



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	10	2020		30	09	2021

Section A Reference and administration details

Charity name	Stainton Village Hall Trust
Other names charity is known by	
Registered charity number (if any)	514656
Charity's principal address	Stainton Village Hall
	School Lane
	Stainton
	Postcode S66 7QX

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	Sue Barratt	Chair	July 2020	
2	Sue Fisher	Treasurer	February 2015	
3	Nick Walsham		July 2020	
4	Chris Evans		January 2021	
5	David Barratt		July 2021	
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20				

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

Name	Dates acted if not for whole year

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)	Constitution - 23/11/2021
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in February To recruit new trustees and volunteers we advertise on local social media and newsletters. We speak to members of the community at events and if needed we "head hunt" for specific skills gaps

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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>The trustees oversee the running of the village hall and a number of community events. We are proactive in seeking the views and opinions of the community when we are planning and developing events.</p> <p>Policies and procedures approved by the Trust: Safeguarding Children policy Safeguarding adults policy Complaints Policy and Procedure Financial Policy Reserves Policy</p> <p>Policies and procedures currently being developed: Trustee handbook Health and safety Risk Management and register Social media Conflict of interest Confidential trustee personal info Fire safety – log, risk assessment and policy</p> <p>Task Profiles for trustees and officers are being developed</p>
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Summary of the objects of the charity set out in its governing document

The objects of the CIO are:

To provide a village hall with facilities for education, recreation, physical education or other leisure time occupations in or in connection with the Parish of Stainton and its neighbourhood, such facilities being provided in accordance with the following sub-paragraphs of this sub-clause namely:-

(i) The facilities to be provided shall be facilities available to the public at large save that special facilities may be provided for persons who by reason of their youth, age, infirmity or disablement, poverty, or social or economic circumstances may have need of special facilities.

(ii) While the persons for whom the facilities are primarily intended are the Community of Stainton and its neighbourhood the use of such facilities may be extended to other members of the public who desire to and can conveniently make use of them.

(iii) the expression providing facilities, includes not only the provision of land, buildings, equipment, and other physical facilities but also the organisation or recreational, physical, educational and other leisure-time activities for the benefit of the public.

Stainton is a small village in the borough of Doncaster, South Yorkshire. It comprises of approx 125 houses (this includes a number of local hamlets that are part of the Parish of Stainton) The resources in the village are the Village hall, The church and the pub. There are 3 quarries on the edge of the village.

To ensure our activity is mindful of the Charity Commissions guidance on public benefit we have worked to improve communication amongst the trustees and with our community. We now have a trustee What's app group and we have introduced a monthly newsletter that is delivered (by volunteers) to every household. The newsletter gives information about ongoing activities, special events, information about the Trust and inviting people to volunteer, information about improvement projects around the village useful contact details etc.

Particularly during Covid lockdowns the contact details were a life line for some isolated residents who did not know how or who to contact for support,

Despite the impact of Covid we have been able to deliver a number of Covid compliant activities.

The main activities delivered this year have been:

- Timetable of committee meeting on Zoom or face to face
- Monthly (where we were able) coffee mornings
- Weekly (where we were able) Yoga sessions
- Joint events with the church
- Fun sports day for all ages and abilities
- Online defibrillator training
- Brass band and Christmas carols around the village Xmas tree

We now have a planning methodology in place where we consult with the community using a variety of methods: social media, newsletter and face to face. We ask what is wanted, what is needed and how can we (the committee and the community) work together to make it happen.

We now have regular partnership meetings with the local quarries who actively and practically want to support the Trust and the community.

Our partnership with the Parish Council and the church is now very positive with joint working for the benefit of the community taking place on a regular basis.

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)

This year we have developed a close working relationship with the local Ward councillors to inform about the needs of the village and be informed about local and national issues.

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.

We continue to be very grateful to the trustees and volunteers from the village who have supported the planning of activities and provided practical support for the delivery of them:

- Marshalling at the fun sports day
- Producing, editing and delivering the newsletters
- Organising the Christmas Treasure Hunt and the Easter egg hunt
- Refreshments at coffee mornings and church events
- Delivering the news letters
- Running the Tombola stall
- Running the Facebook page and developing the Facebook group
- Maintaining the garden and baskets around the hall

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Throughout this busy year the committee has continued to meet either face to face or on line carrying out our responsibilities and ensuring the sustainability of the Trust by *developing new systems, policies and procedures* and keeping up with maintenance work in the village hall. We remain committed to exploring new ways to engage with the community and to developing and maintaining working partnerships for the benefit of our community.

The hall has continued to be used for on going and one off community activities and council meetings and we have seen an increase in bookings from external agencies, giving us much needed revenue, but this has brought an increase in workload for the trustees and volunteers.

Activity throughout the year has seen us:

Governance:

- Change the Trusts registered office from a private address to the village hall and installing a letterbox
- Secure funding for monies towards the cost of a governance review. Trustees worked with a consultant to undertake the governance review, and move the Trust to a new structure - Charitable Incorporated Organisation and to develop an effective and relevant governance framework
- Develop and embed new policies, systems and procedures including signing up for a music licence
- Increasing the number of people (trustees and volunteers) involved in the work of the Trust
- Improve our relationship with key partners, the Parish Council and the local quarry

- Develop and maintain a new partnership with the church to involve the community in joint activities

Community Development:

- Secure significant external funding from Doncaster Metropolitan Borough Council (DBMC) Business Support grant to ensure we can still be responding to the community throughout Covid lockdown, and be viable post covid
- Improve our communication with the community by developing and processing regular newsletters and having a village only face book group
- Identify small hamlets who are part of our community but have never been informed or involved
- Secure funding to contribute to the work to be done on the phone box community library and work with the Parish Council to move this forward
- Renovate the benches in the playing fields and the commemorative bench
- Continue to host the monthly coffee mornings and the Yoga sessions
- Increase the number of people taking advantage of the 100 club
- Provide a community Christmas quiz and Easter egg hunt
- Host and support the Parish Council playing fields consultation
- Secure funding from Public Health for the community fun day, where 80 local people of all ages and abilities joined in the activities that included rounders matches with refreshments and tombola in the hall. This event has resulted in the community asking for regular rounders matches to begin spring 2022. The fund day will now become an annual event
- Organised a carol singing concert supported by a brass band around the Christmas village Christmas tree
- Host the online defibrillator training for the community to feel confident using the newly installed defibrillator
- organised a Male Voice choir concert in the church and provided refreshments in the hall
- In partnership with the church, we hosted a celebration event, recognising the support the community has had from key workers, NHS etc. There was a child friendly church service and refreshments in the hall
- Ensured the village hall has been Covid compliant throughout the pandemic

Village Hall:

- Health and Safety and maintenance of the village hall are now a

Section D

Achievements and performance

standing item on the committee meeting agenda

- We have developed the outside space that can now be used by the community as a quiet space to sit or be able to access the village hall Wi Fi. This has been well used by residents and visitors
- We have undertaken a maintenance review and produced a log of work. Repairs and improvements have begun, in particular addressing the environmental impact of the heating and lighting
- Repair the gutters and begin work on repairing the fire door
- Reinstate the village hall clock
- Test all portable electrical appliances in the village hall
- Install new fire extinguishers in the hall
- Increase our marketing of the village hall for hire by providing new signage and advertising on social media etc., that will hopefully result in an increase in bookings and therefore revenue

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust aims to hold sufficient money to act as a buffer against those "rainy days" where, for a variety of reasons, we find that its payments are outstripping its receipts in a way that, without reserves, the charity would be unable to pay its bills on time i.e. to be financially sustainable.

The Trust earns limited income each year from donations, a 100 club, raffles and surpluses on ticket sales for events. Generally, it just covers the running costs of the hall and events undertaken. Our Reserves policy is designed to ensure we hold enough funds to cover:

Contingency: unexpected expenditure in the event of an emergency or unexpected loss of income or change in government policy e.g. rate relief;

- Day to day running expenses including utilities, general maintenance and insurance annual costs £1,500 – held in reserve in case have interruption to income such as Covid
- £1,000 repairs fund - in case of unexpected repairs to building
- £650 business rates – cost if lost mandatory rate relief because of a change in policy

Opportunity fund: a commitment to expenditure which cannot be covered by the annual income such as developing resources for the village;

- £5,000 available for support of major projects in the village where match funding/money for cash flow while waiting for funding is required.

Closure: The legal costs of closing down plus providing some funds to support the hall for the charity/organisation taking over the Village Hall Trust's assets

- £2,000 in event of closure to cover legal costs and a contribution to running costs for the organisation taking over the assets of the Trust

Based on the above the trustees have identified we should hold reserves of £10,150. The reserves policy will be reviewed at least every 3 years or as necessary if financial circumstances change.

Details of any funds materially in deficit

N/A

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.

Our main source of funds this year has been the Business Support grant from the local council, funding from Public Health for the fun day, and funding to support the Governance review and contribution to the repairs to the phone box.

Our relationship with the local quarry has supported our commitment to providing a safe warm environment for the community to meet each other or join in activities has resulted in them sponsoring the replacement of the old radiators with Smart radiators and carrying out the PAT testing within the hall.

Section F

Other optional information

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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>S Barratt</i>	
Full name(s)	Sue Barratt	
Position (eg Secretary, Chair, etc)	Chair	
Date	2/6/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Stainton Village Hall Trust

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date 01/10/2020	To	Period end date 30/09/2021
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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					
Events	1,619	-	-	1,619	2,250
Hall rental	220	-	-	220	465
Grants and donations	19,300	-	-	19,300	2
Miscellaneous	9	-	-	9	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,148	-	-	21,148	2,717
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,148	-	-	21,148	2,717
A3 Payments					
Grants and donations	1,945	-	-	1,945	-
Cleaning	120	-	-	120	172
Maintenance	102	-	-	102	-
Insurance	459	-	-	459	455
Rates	44	-	-	44	-
Electric and water	295	-	-	295	-
Music licence	132	-	-	132	-
EPC certificate	150	-	-	150	-
Events	1,109	-	-	1,109	1,252
Miscellaneous	431	-	-	431	61
Sub total	4,787	-	-	4,787	1,940
A4 Asset and investment purchases, (see table)					
Decking	2,968	-	-	2,968	840
	-	-	-	-	-
Sub total	2,968	-	-	2,968	840
Total payments	7,755	-	-	7,755	2,780
Net of receipts/(payments)	13,393	-	-	13,393	- 63
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,241	-	-	10,241	10,304
Cash funds this year end	23,634	-	-	23,634	10,241

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	Bank	23,634	-	-
		-	-	-
		-	-	-
	Total cash funds	23,634	-	-
	(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	Decking	Unrestricted	2,968	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

S. Barnett 15.2.22