

# Trustees' Annual Report for the period

	Period start date			Period end date		
	Day	Month	Year	Day	Month	Year
<b>From</b>	01	January	2020	<b>To</b>	31	December 2020

## Section A Reference and administration details

**Charity name**

Church and Chetwynd Aston Institute Village Hall

**Other names charity is known by**

Church and Chetwynd Aston Village Hall

**Registered charity number (if any)**

522491

**Charity's principal address**

Wallshead Way  
Newport  
  
**Postcode** TF10 9JG

**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	Dr Malcolm Bennett	Chair		
2	Mr Philip Gillum	Treasurer		
3	Mr John Debenham	Secretary		
4	Mrs Liz Kemp	Booking Secretary		
5	Mrs Billie Knight			
6	Mr John Masters			
7	Mrs Bridget Page			
8	Mr Kevin Jeynes			
9	Mr A Del-Manso			
10	Mr Andrew Stokes			
11	Mr Harry Murally			
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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
How the charity is constituted (eg. trust, association, company)	Institute
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.

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**Section C Objectives and activities**

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

The trustees are responsible for the management and upkeep Church and Chetwynd Aston Village hall.

The hall to be made available to paying groups and individuals for a mixture of community and private functions.

Various site maintenance tasks that have improved the appearance, performance and upkeep of the building

- Installation of 14Kw Solar panel system including storage batteries.
- Insulation of the roof and remaining walls in the main hall with both insulation and plasterboard.
- Full redecoration of the main hall.
- Installation of air conditioning units in the main hall.
- Installation of suspended ceiling in the main hall, Aston Room and kitchen.
- Installation of downlighters in the main hall.
- Conversion of lighting to LED.
- The ceilings of the lobby, corridor and all of the toilets were insulated , plastered, and painted.
- Installation of small combi boiler to provide hot water and heating to all toilets and kitchen.
- Removal of an outdated electric boiler in the kitchen.
- Reviewed electricity supply costs and changed supplier.

**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)**

Not only have these activities improved the appearance of the property, but we have taken the opportunity to confirm the structural integrity of many parts. The Committee also believe that many of the changes made will deliver long term financial benefits :

Solar panels should reduce electricity cost during the summer months. Switch to air conditioning units are hoped to obviate the need for the large, inefficient and costly gas boiler that is currently used. Installation of the combi boiler and radiators will also reduce the need for the main boiler.

Unfortunately the Covid pandemic and national restrictions have meant that the Hall has been vacant and unrented for a large majority of the year.

## 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 Committee again attempted to minimise outlay by undertaking much of the redecoration tasks themselves and with other volunteers. However this year's work naturally necessitated professional services :

Suspended ceiling.  
Plastering.  
Gas installation and modifications.  
Electrical works to change light fittings etc.  
Installation of air conditioning units.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

Sadly the Covid pandemic has meant that the hall has been closed and unused for most of the year.

Completing all of the redecoration and modernisation can be seen as an achievement and may well have taken longer in "normal circumstances".

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

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**Details of any funds materially in deficit**

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**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 primary income is derived from hiring the hall. This has obviously been seriously restricted over the last 12 months. However we are quietly optimistic that our regular hirers will return when the situation permits.

We believe that we have a healthy reserve, have agreed that no further capital expenditure will be undertaken without grant matching or other sponsorship.

**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)** J E Debenahm

**Full name(s)** John Edward Debenham

**Position (eg Secretary, Chair, etc)** Secretary

**Date** 10/05/21

## Income & Expenditure for Church & Chetwynd Aston Village Hall 2020

Scouts	620.50	Salaries	5239.92
Whist	442.00	Insurance	741.47
Love Dress Making	185.00	Performing Rights Society	424.68
Line Dancing	1572.00	Utilities	3907.44
W I	82.00	Maintenance	838.87
Ballroom/Tea Dance	514.00	Sundry Items	270.60
WRVS	20.00	Waste Disposal	433.68
Christian Fellowship	512.00	Fire Extinguisher Testing	116.40
Bowling	568.50		
Ray Wright	90.00		
Sarah Bentley	22.50		
Pilates	117.00		
Tai Che	436.50		
Party	352.50	Loan repayments	800.00
Medau	1120.50		
Telford & Wrekin Council	290.00		
Karate	234.00		
Western Power	7.22		
U3A	30.00		
A Bradbury Jones	304.00		
Newport Mail Voice Choir	10.00	<b>Capital Work</b>	
Dave Thomas Dance	139.50	Welding Work	160.00
Andy Stokes	21.00	Tree Removal	200.00
Urban Outsteppers	132.00	Structural Survey	672.00
Clever Tutors	150.00	Ace Solar	4282.00
Joanne Burt	216.00	Aston Room	2265.09
D Headley	13.00	Solar Panels	12031.00
St Peters Lodge	24.00	Air Con/Heating	2600.00
Dance Connection	60.50	Cool Services	9250.09
Interest	0.40 Barclays	Interior Ceilings	3291.75
	26.62 CCLA	Plasterer	8286.00
		Plaster & Materials for work	2281.27
		Woodwork for doors windows Ect	1277.51
		Electrical Work	4517.34
		Paint & other materials	760.31
		Water & Heating Kitchen & Toilets	3200.00
Grants		Various for Project	298.54
Lottery Grant	6500.00	Ceiling Work	567.00
Donation A Eade	1000.00		
Donation Jessica Homer	5.00		
Womens Institute	550.00		
Co Op Grant	1000.00		
Chetwynd Aston Council	1000.00		
Church Aston Council	1000.00		
Telford and Wrekin	12434.78		
Sport England	20000.00		
Excess of Expenditure over income	16909.94		
<b>Total</b>	<b>68712.96</b>	<b>Total</b>	<b>68712.96</b>
Bank Balances			
Treasurers Account	19168.78		
No 2 Account	581.81	Philip Gillum (Loan)	20000.00
Business Reserve	527.77	Co Op (Loan)	9200.00
C C L A	10145.28		
<b>Total</b>	<b>30423.64</b>		<b>29200.00</b>

24 St Stephens Way  
Selly Oak  
Birmingham

10<sup>th</sup> March 2021.

To The Management Committee  
Church & Chetwynd Aston Village Hall  
Wallshead Way  
Church Aston  
Newport

I Kasia Niedzelska confirm that I have audited the books of the hall for the year ending on 31<sup>st</sup> December 2020 and here are my findings.

1. The accounts are presented in a regulatory format and are easy to understand.
2. All payments are annotated with either a payment reference number or the cheque number and the date that the item was issued. This has been checked back against bank statements and cheque book stubs to confirm a match.
3. All credits have been recorded correctly both in paper format and through an excel spreadsheet.
4. All end of year balances match the appropriate bank statements.

In my opinion the figures stated are a true reflection of the income and expenditure that the hall has received and paid for this financial year.

Kasia