



Trustees' Annual Report for the period

	Period start date			Period end date		
	25	May	2018	31	March	2019
From				To		

Section A Reference and administration details

Charity name **St John Village Trust**

Other names charity is known by N/A

Registered charity number (if any) 1178524

Charity's principal address St John Village Hall

St John

Torpoint

Postcode

PL11 3AW

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	Mr Richard Dolton	Chairman		
2	Dr Christopher Morris	Vice Chairman		
3	Ms Charmaine Ferguson	Treasurer		
4	Mr Christian Ferris			
5	Mrs Susan Huke			
6	Mr Bob Keys			
7	Mr Derek Richards			
8	Mrs Emma Tanner			
9	Mr Ray Waldock			

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

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<ol style="list-style-type: none">1. The St John Village Trust CIO Constitution is based on the Charities Commissions' CIO Association Model Constitution.2. There is a Deed of Trust.3. These are lodged with the Charities Commission.
How the charity is constituted (eg. trust, association, company)	We are a Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	<ol style="list-style-type: none">1. Trustee selection is as per the CIO Association Model Constitution (e.g. at the annual general meetings).2. New trustees are recruited from the parish and the local community.3. The appointment of new trustees is proposed and ratified at the annual general meetings.4. All Trustees give their time voluntarily and receive no remuneration or other benefits.

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.

1. In addition we have an Administrative Document to further clarify how the St John Village Trust functions and it is lodged with the Charities Commission. It should be read in conjunction with our CIO Constitution.
2. There is a Child Protection Policy in place. However, as no children are currently involved in any of the village hall's activities no volunteers currently require DBS checks.
3. One of our first actions was to implement a comprehensive Health & Safety (H&S) Review. This was carried out by two of our trustees on the 21st July 2018. An Action Plan was produced and it has been continually audited and updated. The annual H&S review will be completed later this year.
4. The Trustees comments, dated 1st October 2018, on this H&S Review were as follows:
 1. *The Trustees thank Mr Ferris and Mr Keys (fellow trustees) for this very comprehensive Health & Safety Assessment of our Village Hall.*
 2. *The Trustees accepted and endorsed the report, and will monitor the ongoing progress of this action plan at their future meetings.*
 3. *There are two longer term strategic issues that will need to be considered:*
 - **Disabled Access & Facilities.** *The original disabled (wheelchair) access to the front door was via a mobile steel ramp provided by the Local Authority, but this is no longer viable as the resultant incline is too steep. The alternative access for the time being will need to be via the emergency double doors at the rear of the Village Hall. The only route of access is now around the side of the Village Hall (partly on the grass). There are also no dedicated disabled toilet facilities. These deficiencies will need to be reviewed and addressed.*
 - **Long term replacement of the Village Hall.** *The building is now over 90 years old and is mainly of wooden construction. Whilst regular maintenance and repairs have kept the fabric in a good condition this situation will not last forever. A long term solution will need to be investigated in due course.*

Section C

Objectives and activities

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

The objects of the CIO are to provide and maintain the St John Village Hall and grounds for the use of the inhabitants of the village and parish of St. John, Torpoint in the County of Cornwall for the benefit without distinction of political religious or other opinions including the use for 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)

1. The activity groups (Bowls, Boules, Singing, Bridge, Snooker, coffee mornings) utilising the village hall (VH) have almost all shown an increase in attendance/usage, and an increase in income for the VH.
2. The VH hire rate has increased considerably, from both parishioners and non-parishioners. This is probably partially attributed to the realistic hire charges, but more importantly the quaint wooden framed and wood-lined 92 year old venue, which makes it both intimate and unique.
3. Our fundraising events, an essential component of our financial strategy, has flourishes with an increase in income from a more diverse events programme which hopefully appeals to all tastes.
4. Our 92 year old building has had to have an increase in maintenance expenditure. These were identified in the H&S review and have now been implemented. The longer term structural issues remain.
5. The St John Village Hall Trust Trustees and Fundraising & Hire Committee have met on a regular basis, thus ensuring the smooth running of the charity.
6. The Trustees review the delegated areas of responsibility regularly as per our Administrative Document.
7. The Trustees review the risks associated with the running of the charity (e.g. risk management, volunteer management and safeguarding, complaints handling) regularly at their meetings.
8. The Trustees have regard to the guidance issued by the Charities Commission on public benefit when reviewing our aims and objectives, holding meetings, and planning future activities.

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.

1. Our brilliant volunteers have continued to fully support the VH and our activities, and without them the VH simply would not flourish.
2. The H&S Review identified two major long term issues, namely:
 - a. Long term replacement of the village hall. The Trustees have investigated this issue at great length. The VH is now 92 years old and does need some urgent remedial structural repairs. The initial temptation to assume the answer to be a new build has been resisted as the building is definitely salvageable and at a reasonable cost. In addition it is unique and full of character. It also appears that full new build funding is becoming increasingly difficult to find.
 - b. Disabled Access & Facilities. There is no doubt that we are deficient in this department. The obvious solution to this problem is to build a further 3 or 4 metre brick extension onto the western end of our VH. In the meantime we will manage as best we can.
3. To this end we have submitted to the National Lottery (Community Fund) the request for a grant of up to £90K, which should be sufficient to resolve all these outstanding issues. This request is currently under consideration and we remain hopeful of a sympathetic hearing.

Summary of the main achievements of the charity during the year

1. A successful first year for the St John Village Trust Charity.
2. The universal support from the St John Village Parish.
3. A strong governance and administration of the St John Village Trust.
4. Our most superb volunteers who support the VH and all its activities.
5. A diverse programme of fundraising events aimed to appeal to all parishioners, yet ensuring that the 'old favourites' are not forgotten.
6. A completed H&S Review and Action Plan, which has been vigorously acted upon. This process remains ongoing.
7. An increased utilisation of the VH and the facilities, and the subsequent much appreciated additional income.
8. A whole hearted endorsement from our parishioners at our most recent AGM (29th April 2019).
9. Hopefully a successful grant application to the National Lottery...!

Section E

Financial review

Brief statement of the charity's policy on reserves

1. The St John Village Trust seeks to hold sufficient reserves to ensure the charity can operate the village hall in the long term, whilst meeting both the routine and unexpected expenditures.
2. The St John Village Trust's balance as of 31 March 2019 was £7,674.46.
3. There are no plans for the utilisation of any of this until the outcome of our grant application to the National Lottery is finalised.
4. Structural repairs to the fabric of the building are urgent and there is a requirement for additional kitchen equipment, both of which have been included in the National Lottery grant application.
5. If we are unsuccessful in this grant venture then we will have to consider alternative funding plans and opportunities.

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.

1. The St John Village Hall has traditionally had an income of around £10,000/15,000.
2. The principal sources of funds for the St John Village Trust are group activities, hire of the village hall and fundraising events. All of these areas have shown an increase in income over the last financial year.
3. The income for 2018/2019 was £16,658.58 compared to 2017/2018 of £13,742.76 and the expenditure was £8,984.12 compared to £8,331.39. The main increase in expenditure was in the VH maintenance, £1,608.15 compared to £929.43. The net increase from the fundraising events 2017/2018 to 2018/2019 was £508.95 to £2,235.51. This is the crucial income component for our financial well being. The VH hire income is up from £615 in 2017/2018 to £1,175 in 2018/2019..
4. Our single largest expenditure is on insurance, currently at £1,553.97, and we are undertaking a review to ensure we are getting best value and coverage.
5. The balance as of 31 March 2019 was £7,674.46 compared to 31 March 2018 of £5,411.37.

Section F

Other optional information

Our Key Objectives are:

1. To meet our charity objective and maintenance relevance for our parishioners. We aim to provide a facility and range of events that meets the needs of all of our community and we are always on the look out as to how this can be further improved.
2. Our history is that at the end of The Great War the Boger family, who lived locally in Wolsden Estate, donated the land to St John Village for the purpose of building a village hall. The St John Village Hall (VH) is of a wooden construction and was built in 1926 to commemorate the end of The Great War and is now 92 years old. In addition, 40 years ago there was a brick built extension to the west end of the VH comprising of the toilets and an extension to the communal room, together with a kitchen on the rear aspect. This was a lovely gesture by the Boger family. We are indebted to them and we aim to maintain and improve the building's fabric for future generations.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	{Original Signed}	{Original Signed}
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Full name(s)	Christopher Morris	Charmaine Ferguson
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Position (eg Secretary, Chair, etc)	Vice Chairman	Treasurer
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Date	3rd June 2019
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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

**On accounts for the year
ended** **Charity no
(if any)**

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

**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 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

** Please delete the words in the brackets if they do not apply.*

Signed: **Date:**

Name:

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

Address:

4 Church Lane, St John

Torpoint, Cornwall PL11 3AP

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 St John Village Trust		No (if any) 1178524	
Receipts and payments accounts			
For the period from	Period start date 25th May 2018	To	Period end date 31st March 2019

CC16a

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					
Subscriptions	505	-	-	505	-
Village Hall Hire	475	-	-	475	-
Activity Groups & Clubs	1,240	-	-	1,240	-
Fundraising Functions	5,961	-	-	5,961	-
Donations	610	-	-	610	-
Electricity & Oil Meters	592	-	-	592	-
Miscellaneous	131	-	-	131	-
	-	-	-	-	-
Sub total (Gross income for AR)	9,514	-	-	9,514	-
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	9,514	- 0	- 0	9,514	- 0
A3 Payments					
Insurance	1,554	-	-	1,554	-
Electricity & Oil	771	-	-	771	-
Stationary, Toner, Cards & Flowers	241	-	-	241	-
Water	70	-	-	70	-
Fire Equipment Maintenance	160	-	-	160	-
Fundraising Expenses	3,951	-	-	3,951	-
Village Hall Maintenance	1,249	-	-	1,249	-
Snooker Room Expenses	70	-	-	70	-
Miscellaneous	430	-	-	430	-
Sub total	8,496	-	-	8,496	-

A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	8,496	- 0	- 0	8,496	- 0
Net of receipts/(payments)	1,018	-	-	1,018	-
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	6,656	-	-	6,656	-
Cash funds this year end	7,674	-	-	7,674	-

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	Cash at Bank	6,657	-	-
		-	-	-
		-	-	-
	Total cash funds	6,657	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-

