



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 04	Year 2018	Day 31	Month 03	Year 2019

From

To

## Section A Reference and administration details

Charity name

Pilsley Village Hall C.I.O.

Other names charity is known by

Registered charity number (if any) 1170654

Charity's principal address

Pilsley Village Hall, Pear Tree Road, Pilsley

Chesterfield, Derbyshire

Postcode S45 8HU

### 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	James Walters	Chair		
2	Susan Brown	Treasurer		
3	Helen Ullathorne	Secretary		
4	Linda Moore	Bookings		
5	Julian Moore	Publicity		
6	Pauline Allen	Venue Supervisor		
7				
8				
9				
10				
11				
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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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Village Hall Management	Helena Stubbs	Rural Action Derbyshire, Derbyshire County Council

### 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)

C.I.O. Constitution

How the charity is constituted  
(eg. trust, association, company)

C.I.O. Founding Constitution

Trustee selection methods  
(eg. appointed by, elected by)

Elected by general public

### 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.

Pilsley Village Hall C.I.O. Trustees engaged with many of the services offered by Rural Action Derbyshire (RAD), a regional branch of Action with Communities in Rural England (ACRE), of which training programmes for trustees were available and attended by the trustees.

Advice has been sought from the previous managers of the amenity and some practices were retained.

Once charitable status was awarded, the trustees negotiated a long term lease of the interior of the hall. This was achieved through the guidance of RAD and co-operation of the then current owners, Pilsley Parish Council.

In view of considerable issues encountered during this period, the trustees are compiling a procedure for employment of contractors. The Charity Commission and other professional bodies will be consulted in this process.

## Section C Objectives and activities

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

The objects of the C.I.O. are to establish and run a village hall and to promote for the benefit of the inhabitants of the parish of Pilsley, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of 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)**

The C.I.O. has continued to seek new and innovative activities within the premises, some of which have been successful. As regular bookings currently stand, there are only a couple of available slots during the week, so wider promotion of the hall has not been necessary, although the committee are still keen to explore alternative activities. Regular bookings have been made for 'Fitness Training' and 'Strictly Dance Fitness' as well as a Family Board Game Social Evening.

Private bookings continue to be popular, with weekends typically booked for at least one event.

To attract further bookings and make the venue a more pleasant social space, the committee are still striving to improve the amenities in all public areas of the building. To that end, the toilets are being upgraded and the entrance hall will be refurbished in the following financial year.

As yet the C.I.O. have not specifically fund-raised from individual residents in the village although will re-launch the 100 Club (a monthly, cash-prize draw) early in 2020. Any extra monies raised are for chosen projects, from regional and national funding bodies (Awards for All; Communities Priorities Programme).

**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.

As all day-to-day management consists of voluntary labour, the C.I.O. have maintained the same hire-costs as before, making the venue an affordable asset for village residents.

Unfortunately, several attempts to recruit volunteers/trustees have not been successful, in spite of a widespread campaign. To date, only 6 volunteers (the trustees) are available for all duties relating to the smooth running of the hall. The lack of helpers has reached a crisis point as and when any of the trustees have commitments elsewhere.

In response to the trustees' objective of improving the village hall facilities and thereby benefit all hall-users, the committee embarked on upgrading the public toilets, made possible with a maximum grant from 'Awards for All', National Lottery Fund received in August 2018. As advised, the committee sought three quotations from local builders, of which the most favourable was given by Cherry Tree Garden and Property Services managed by James Walters, the current Chair of Pilsley Village Hall C.I.O. As employment of Cherry Tree Garden and Property Services might have been a potential conflict of interest, the trustees consulted the governing constitution but found no directive forbidding such practice and work commenced in September, 2018. Although the full amount for the toilet renovations has been paid in advance to Cherry Tree Garden and Property Services they have not been completed at the year end, however are expected to be finished during the next financial year. NB Work was completed by 2020.

In view of the protracted period for the upgrade to take place and the consequential loss of a valued treasurer in June 2019, it was agreed by committee to compile a special procedure, using advice from the Charity Commission and other professionals, to protect from this ever happening again. This procedure will include a due process in which those organisations offering quotations are scrutinised for competent work (including references from other employers) and viability of company. Any successful candidate must be prepared to provide receipts, and firm deadlines with associated gradual release of capital will be set by the C.I.O. before any work commences. A final payment of approximately 10% of the total spend will only be paid once the work is completed to the satisfaction of all the trustees.

In addition to the above, it was agreed to refurbish the foyer area by laying new flooring. A professional team, partially paid by a small grant awarded by Derbyshire County Council under the Communities Priorities Programme will be employed during the summer schools' recess in 2019, when hall-use is at a minimum.

Liaison between the property owners (Pilsley Parish Council) and the C.I.O. has continued, and requests for exterior improvements to the hall (most particularly better lighting in the car park and the infilling of pot-holes) have been met by the council.

An Annual General Meeting, open to all residents, was held on June 15<sup>th</sup> 2018 in the village hall. In hopes of attracting a greater audience, the committee arranged the showing of a biographical documentary film of local Member of Parliament, Dennis Skinner, who also attended the event.

## Section D

## Achievements and performance

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

The committee are proud to have continued the availability of the hall to all residents of Pilsley at competitive hire-rates and with improved facilities. These have been achieved through voluntary effort. As with the previous period, footfall of hall-users has increased with the introduction of several new, regular activities in the hall. These offer a wide-range of physical and social opportunities appealing to all age-and-ability-groups.

## Section E Financial review

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

**Restricted Reserves:** Currently we do not have restricted reserves.  
**General Reserves:** Presently the trustees have a separate contingency bank account which, it is hoped, will be added to in the future. This is held in reserve for unforeseen (maintenance) expenditure, and as a source for 'match funding' should a large grant be sought.  
**Trustees Review of General Reserve:** It was agreed the contingency account provided a level of financial insurance against unforeseen expenses.

### Details of any funds materially in deficit

Not applicable

### 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.

- Funding is sourced from hire-fees, Pilsley Parish Council interim grant, a 100 Club scheme and grant applications from regional and national funding bodies.
- The C.I.O. has endeavoured to provide an asset villagers are proud of. The use of the Awards for All grant together with some of the money from the contingency account has enabled the trustees to provide clean, pleasant toilet areas for hall-users. The foyer has also been updated making the main entrance more welcoming.

## 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)		
Full name(s)	Mr. Julian Moore	Helen Ullathorne
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PILSLEY VILLAGE HALL

1170654

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st April 2018

To

Period end date  
31 March 2019

### 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 £
<b>A1 Receipts</b>					
Initial Grant		-	-	-	5,000
Annual Grant	8,000	-	-	8,000	8,000
DCC refurbishment grant	250	-	-	250	2,000
Donations		-	-	-	10
Generated income	11,772	-	-	11,772	11,102
Grants for All refurbishment grant	-	10,000	-	10,000	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>20,022</b>	<b>10,000</b>	<b>-</b>	<b>30,022</b>	<b>26,112</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,022</b>	<b>10,000</b>	<b>-</b>	<b>30,022</b>	<b>26,112</b>
<b>A3 Payments</b>					
Village Hall toilets refurbishment	4,421	10,000	-	14,421	-
Light, heat and power	3,054			3,054	3,444
Cleaning and waste disposal	767	-	-	767	3,692
Safety checks and alarms	589	-	-	589	950
Water rates	1,908	-	-	1,908	534
Repairs and maintenance	2,567		-	2,567	1,324
Printing, postage, stationery and IT	557		-	557	409
Insurance	275		-	275	275
Independent Examination of Accounts	350			350	-
Legal fees	414			414	-
Licences	157		-	157	155
Sundries	177		-	177	119
	15,235	10,000	-	25,235	10,902
<b>A4 Asset and investment purchases, (see table)</b>					
Meeting room Furniture and furnishings	-		-	-	1,311
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,311</b>
<b>Total payments</b>	<b>15,235</b>	<b>10,000</b>	<b>-</b>	<b>25,235</b>	<b>12,213</b>
<b>Net of receipts/(payments)</b>	<b>4,786</b>	<b>-</b>	<b>-</b>	<b>4,786</b>	<b>13,899</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	<b>13,899</b>	<b>-</b>	<b>-</b>	<b>13,899</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>18,685</b>	<b>-</b>	<b>-</b>	<b>18,685</b>	<b>13,899</b>

## 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 £
<b>B1 Cash funds</b>	Business bank account	8,577	-	3,769
	Savings account	10,000	-	10,000
	Petty cash	109	-	130
	<b>Total cash funds</b>	<b>18,685</b>	<b>-</b>	<b>13,899</b>
	(agree balances with receipts and payments account(s))	OK	OK	
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	HELEN ULLATHORNE	HELEN ULLATHORNE	31/01/2020	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
PILSLEY VILLAGE HALL CIO

**On accounts for the year  
ended**

31 MARCH 2019

**Charity no  
(if any)**

1170654

**Set out on pages**

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019.

**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.

**Signed:**

**Date:**

31/01/2019

**Name:**

MAXINE MCCULLOCH

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

ASSOCIATION OF ACCOUNTING TECHNICIANS (FELLOW MEMBER & LICENCED ACCOUNTANT)

**Address:**

1 NAIRN DRIVE

DRONFIELD

DERBYSHIRE, S18 8ZP

**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.**

NONE