



Trustees' Annual Report for the period

	Period start date		Period end date
From	1 January 2020	To	31 December 2020

Section A Reference and administration details

Charity name Shipton Gorge Village Hall Trust

Other names charity is known by None

Registered charity number (if any) 291996

Charity's principal address

Shipton Gorge Village Hall	
Church Lane, Shipton Gorge	
Bridport, Dorset	
Postcode	DT6 4LZ

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	Tony Mallett	Chair		
2	Tony Lock	Treasurer		
3	Kate Chomaki	Artsreach coordinator		
4	Graham Garner	100 Club co-ordinator and bookings manager		
5	Andrew Haydon	Trustee		
6	Richard Hewlett	Trustee		
7	Sue Porter	Meetings secretary		
8	Diane James	PC representative		Parish Council
9	Sally Parker	VS representative		Village Society
10	James Webster	PCC representative		Parochial Church Council
10	Yvette Smith	PCC representative when JW unavailable		Parochial Church Council

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Lease and Trust Deed entered into with the Salisbury Diocesan Board of Finance on 14 th May 1991
How the charity is constituted (eg. trust, association, company)	The Charity is an unincorporated Trust constituted under the deed referred to above.
Trustee selection methods (eg. appointed by, elected by)	<p>Five trustees are elected at the Annual General Meeting.</p> <p>Three trustees are nominated by the following organisations (one each): Shipton Gorge Village Society Shipton Gorge Parish Council Shipton Gorge Parochial Church Council</p> <p>A maximum of two trustees may be co-opted.</p> <p>The Constitution was updated and approved at the AGM on 20th April 2011. This allows for the current number of elected, nominated and co-opted trustees (10 in total)</p>

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.

<p>New trustees are briefed on their duties and responsibilities.</p> <p>At its first meeting after the AGM the trust elects members to the following positions of responsibility: Chairman Vice Chairman (when required) Treasurer Vice Treasurer (when required) Secretary</p> <p>In addition members are elected to oversee the running of the following activities: Bookings Artsreach events 100 Club Hall cleaning Hall safety checks</p> <p>Historically the trust holds four or five management meetings each calendar year; each meeting includes a review of future hall bookings and a commentary on income and expenditure since the last trustee meeting. However the coronavirus pandemic meant that meetings were only possible in January and August 2020, with communication at other times managed via quarterly trustee briefings and discussion using e-mail. Records from these exchanges were placed on the hall page of the village website (http://www.shiptongorge.org.uk).</p>

Section C Objectives and activities

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

The charity was established under a Lease and Trust Deed dated 14 May 1991. Its purpose is to hold the Shipton gorge Village Hall for use of the inhabitants of Shipton Gorge with the object of improving their conditions of life.

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 Trust runs events for the local community and the village hall is hired to community organisations and individual community members for their use.

The trustees consider that the activities detailed above conform with Charity Commission guidance on public benefit.

**Further financial review details (Optional information)
Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The trustees responsible for managing the hall are volunteers and provide their time for free. There are no public fund raising events dependent upon the support of external volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Following normal use during the first quarter of the year the building closed on 26th March as required by the Coronavirus Regulations.

Regular users were invited to return from 10th August, with the premises having been made COVID secure (implementation of a COVID-19 risk assessment, special conditions of use, special cleaning procedures; see <http://www.shiptongorge.org.uk>) in the interim.

The hall was mandated to shut again 5th November – 2 December followed by Tier 2 restrictions, with only sporadic use prior to implementation of the lockdown commencing 30th December.

The absence of hirers allowed for internal redecoration of the hall and treatment of the wood floor while other routine servicing (electrical, gas heating, fire extinguishers) was performed to schedule.

Fundraising was limited to a bingo evening in mid March.

Section E Financial review

Brief statement of the charity's policy on reserves

It is the policy of the Trust to hold a prudent level of reserves to cover recurring costs in the event of a shortfall in income, and to provide a cushion against major works which may become necessary in relation to the fabric of the Village Hall building.

Details of any funds materially in deficit

None

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.

Details of the trust's accounts for the period 1 January – 31 December 2020 are attached in Annex I.

Due to the prolonged period of enforced closure and the resultant loss of most hall hiring and fund raising income the principal source of revenue in 2020 was government grants.

Necessary internal redecoration and maintenance was carried out during the lockdown closure.



Section F Other optional information

None

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)	AK Mallett, Chair	AJ Lock, Treasurer
Date	21/05/2021	21/5/21

Annex I

SHIPTON GORGE VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020

	<u>1st January to</u> <u>31st December 2020</u>	<u>1st January to</u> <u>31st December 2019</u>
Hall income		
Hiring	1,697.00	5,207.00
Storage charges	<u>150.00</u>	<u>150.00</u>
	1,847.00	5,357.00
Outgoings		
Gas	213.00	265.32
Electricity	229.93	342.50
Water	126.39	121.95
Rent	5.00	5.00
Cleaning	945.31	910.20
Maintenance	5,289.45	3,777.33
Insurance	581.62	571.20
Other hall expenses	<u>535.39</u>	<u>358.88</u>
	7,926.09	6,352.38
	-6,079.09	-995.38
Donations	100.00	295.00
Fund raising		
Income	1,178.00	1,202.92
Outgoings	<u>167.62</u>	<u>205.51</u>
	1,010.38	997.41
Artsreach		
Income	0.00	1,558.30
Outgoings	<u>0.00</u>	<u>1,127.32</u>
	0.00	430.98
Talks		
Income	0.00	216.90
Outgoings	<u>0.00</u>	<u>115.80</u>
	0.00	101.10
Other income		
Interest	16.84	29.47
Sundries	<u>0.00</u>	<u>5.00</u>
	16.84	34.47
	-4,951.87	863.58
Other outgoings		
Performing rights	100.00	141.19
Printing postage & stationery	5.80	25.85
Sundries	<u>85.00</u>	<u>35.00</u>
	190.80	202.04
Surplus / (deficit) on ordinary activities	<u>-5,142.67</u>	<u>661.54</u>
Retail, Hospitality & Leisure Fund grants	11,334.00	0.00
Surplus for the year	<u><u>£6,191.33</u></u>	<u><u>£661.54</u></u>

Annex I – continued

SHIPTON GORGE VILLAGE HALL TRUST

BALANCE SHEET
AS AT 31ST DECEMBER 2020

	<u>31st December 2020</u>	<u>31st December 2019</u>
Reserves brought forward	12,527.29	11,865.75
Surplus for the year	6,191.33	661.54
Reserves carried forward	<u>£18,718.62</u>	<u>£12,527.29</u>
Balances carried forward		
Cash	71.75	30.00
Bank current account	1,147.44	1,569.51
Bank deposit account	14,695.99	8,885.80
COIF Charities account	2,469.70	2,463.22
Nationwide (100 Club)	1,242.30	472.13
Debtors and prepayments	0.00	32.47
	<u>19,627.18</u>	<u>13,453.13</u>
Less 100 Club 2021 prize fund	-490.00	-430.00
Other creditors and accrued expenses	-418.56	-495.84
Net assets	<u>£18,718.62</u>	<u>£12,527.29</u>



A K MALLETT
Chairman



AJ LOCK
Treasurer

11th May 2021

SHIPTON GORGE VILLAGE HALL TRUST

INDEPENDENT EXAMINERS'S REPORT
TO THE TRUSTEES OF SHIPTON GORGE VILLAGE HALL

I report on the accounts for the year ended 31st December 2020 which are set out on pages 1 and 2.

Respective responsibilities of trustees and examiner.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts (under section 43 of the Charities Act)
2. follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, and
3. state whether particular matters have come to my attention

Basis of independent examiners report

My examination was carried out in accordance with the 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 you as trustees concerning such matters. The procedures undertaken do not therefore 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 the course of my examination no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
2. to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R Pettit BA, ACA
The Old Post Office
Brook Street, Shipton Gorge

11th May 2021