



# Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	1	January	2016	<b>To</b>	31	December	2016

## Reference and administration details

Charity name

Registered charity number (if any)

Charity's principal address

Postcode

### 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	<b>Andrew Stevens</b>	Chairperson		
2	<b>Christine Taylor</b>	Secretary		
3	<b>Christopher Wilkinson</b>	Minutes Secretary		
4	<b>Claire Hudson</b>	Treasurer		
5	<b>Frances Hall</b>			
6	<b>William Kenneth Shepherd</b>			
7	<b>Catherine Smith</b>		Until 22/2/16	
8	<b>Keira Booth</b>		From 04/04/16	
9	<b>Paul Wilson</b>			
10	<b>David Baxter</b>			
11	<b>Alan Fleming</b>			

### Holding trustees for the charity

Name	Dates acted if not for whole year
<b>David Hayton</b>	
<b>William Kenneth Shepherd</b>	
<b>Judith Winter</b>	
<b>David Baxter</b>	
<b>George Ellwood</b>	
<b>Alan Fleming</b>	

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

Type of advisor      Name      Address

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# Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charity Commission Scheme
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by the majority of the persons present at an annual meeting and entitled to vote thereat, except for casual vacancies which may be filled by the charity trustees (committee)

## 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.

# Objectives and activities

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

The Hall and any other part of the property belonging to the Charity to be used as a non-sectarian and non-political place of recreation and social intercourse for the advantage or benefit of the persons who reside in the Parish of Bolton and the surrounding area.

**Summary of the main activities in relation to these objects**

The charity provides a building and recreational space for community and private groups to hire. Over the years, this has included groups such as playgroup, youth club, badminton and bowling clubs, parish and community meetings, fundraising and social events and private hire for funerals, parties and sports.

## 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

## Achievements and performance

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

The Trustees are aware of the Charity Commission guidance on the **Public Benefit Test** and regard that they have supported the charity's objects for public benefit as indicated below:

During the year under review the hall has been regularly used by the following groups who provide events and activities which are available to the community for the advantage or benefit of the persons who reside in the Parish of Bolton and the surrounding area:-

- Bolton Badminton Club – currently available to adults
- Bolton Bowling Club – afternoon social bowling session open to all
- Bolton Exchange - helps to address isolation particularly but not exclusively of the older people living in the village, it facilitates communication social interaction and enterprise whilst being open to all. Chairs, tables and a dishwasher originally purchased by this organisation were kindly donated to the hall during 2016; the hall is now responsible for the upkeep and maintenance of them.
- W.I. – the W.I. had been meeting each month in the main hall. These meetings are informative and well attended. There is a strong membership of the W.I. in Bolton.

The hall continues to be hired for exercise classes, private parties and one off events organised by other community organisations.

The hall field continues to attract users and is a valuable asset for Bolton. The Hall Committee continues to explore ways of improving facilities for the benefit of all users and this has been reflected in the increase in numbers of people actively using the field and the equipment.

For a number of years we have contracted out the grass cutting, both around the Hall and the Memorial Field. This year to try and save money, we have joined with the Parish Council and the Parochial Church Council to obtain a more competitive deal for the grass cutting for 2017. At the time of this report, we do not have the figures to hand however we are hoping to be able to save a considerable amount of money by joining with the others. That said, we will of course monitor the situation and respond as appropriate to ensure we get best value. The grass cutting does enhance the look of the field and encourages its use for recreational activities.

The drainage of the field is an ongoing issue. The sump and drain appears to be working quite well, but there are still areas that are very wet. It is hoped that a sub-group will be set up to oversee the field and its use, and will explore ideas to address these areas for the benefit of all the field users.

The recycling centre continues to be hosted on the site and is well used. The recycling credits that this attracts (via Eden District Council) are very much welcome regular income and it is hoped that these will continue. This income is generated by residents supporting the recycling centre and I would urge any who can, to please recycle using this area instead of the street collection, as the village hall charity benefits from the money raised from this facility rather than it going elsewhere.

The annual Field Day is a village based activity which incorporates the

## Achievements and performance

Rose Queen procession, children's sports and competitions usually based around a theme. This year, 2016, was a special year in that it celebrated 60 years of Bolton's Rose Queen. The theme for the day was 'The Fifties'. A number of people joined in by dressing in 50's attire and many of the past Rose queens attended, some in the dresses they wore as Rose Queen, which added to the occasion. Mary Sowerby, a former Rose Queen, agreed to open proceedings and judge the fancy dress; she did a splendid job. New to our Field Day was a fun Dog Show. There were many entries and everyone seemed to enjoy the event, including the dogs. It was organised by Anne Hogg, sponsored by K & M Hogg and very professionally judged by Linda Braithwaite

The children's play area and the all weather multi-use games activity area continue to be used by the younger members of the village and visitors.

The community leisure and picnic area adjacent to the children's playground is maturing nicely and provides a quiet area where people can sit and picnic sheltered by the trees and hedges. There has been work carried out in this area to prevent the hedging from intruding too much. There is also some work required on some fence posts which are in need of replacement; this will hopefully be done before summer. More trees sourced from the Woodland Trust were planted in the field by the Bolton in Bloom volunteers; a plaque was installed to mark them.

This year saw the development of the courtyard/gravel area next to the hall. This was a joint project in conjunction with the WI and Bolton in Bloom groups and was funded by The Willows Trust. We now have a raised bed planted with a WI centenary rose and scented plants which were provided by the WI. Benches were brought up from the old Eden Grove School site to be sited in this area and also on the field along with an outdoor table tennis table; these were all donated by the developer of the Eden Grove site as they had no use for them. A hard standing base is due to be installed for the table tennis table in 2017.

Members of the Hall committee worked hard to source and provide different opportunities for entertainment throughout the year. Paul Wilson successfully continues to produce Film Nights. These have been well received with people enjoying the films being shown. It is an inexpensive evening and more people supporting them would be welcome. The money raised makes a great contribution to the running costs of the hall.

'Highlights' events have become a regular feature and are well attended. While they do not always make a lot of money for the hall, they do provide for the opportunity to see 'live' entertainment in the village. In December we had a lively performance by John Kirkpatrick a former member of Steeleye Span which was completely sold out and made a god profit for the hall. Thanks to Cathy Smith for continuing to co-ordinate these events since she left the committee in February 2016. Fran Hall will continue to support Cathy when she also leaves the committee in 2017. We also had a production of 'A Christmas Carol' in December, by North East Producers Travelling Theatre Company. This was also well supported and enjoyed by all who attended. It was agreed that due to its success, we would try and book a performance for Christmas 2017.

A New Years Eve Ceilidh was organised by the committee; Chris Bland was secured to do the calling. Again this event was fully supported and an enjoyable New Year's party was had by those attending.

The Hall continues to receive income from the PV Panels on the roof for

## Achievements and performance

the electricity that is produced and exported, whilst benefiting from “free” electricity that is used whilst it is being produced. The anticipated 5 year payback term on the hall’s £4000 investment has been exceeded with just over £6,000 having been earned by the hall since they were installed in 2011. Since the closure of the Heart of Eden Development Trust in 2014, the hall has received 100% of the income received.

The Charity Trustees have reviewed the rental charging structure to ensure it covers the charity’s anticipated expenditure, whilst making it affordable and accessible in line with its charitable objectives. It was decided that the rental charges could be held at their current level for the coming year.

It is still the Hall Committee’s intention to pursue extending and upgrading the hall and its amenities to ensure its place as a hub for the village community for years to come.

We have tried to collate the information required and have received assistance in trying to submit an application for funding from villager Stuart Tyson, however at the time of writing it has not been submitted.

## Financial review

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

The **reserves policy** is that at least 1 year’s expenses/running costs are set aside so that if the hall is unable to operate for rental purposes or if unexpected repairs are necessary, that the financial commitments can be met. The next financial years’ running costs are estimated to be £5,245. In addition to this, funds are set aside for larger capital projects; it is anticipated that extensive roof repairs will need to be undertaken in the not too distant future. Therefore, at the end of this current financial year £15,000 is considered to be set aside for capital projects. Therefore, the trustees feel that they currently meet the charity’s policy with balances held at the end of the year standing at 20,566.

### Details of any funds materially in deficit

No deficit

### 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

#### Funds

The charity’s principal source of funding is from rental income, however other events such as Field Day, Highlights performances and the film nights do add significantly to our funds, for which we are truly grateful. The aforementioned continue to be a very valuable source of fundraising income which allows the charity to maintain the property to a satisfactory level, whilst helping to ensure reserves are maintained. It is expected that in the near future, if we are not successful in our efforts to improve the facilities by way of a grant, we will need to repair the roof, which will require a significant amount of money, which is one of the reasons for holding money in reserve.

objectives including any ethical investment policy adopted.

The income from Recycling Credits and electric produced through the Photo Voltaic panels are also an important form of income for the charity. This year, these amounted to a total sum of £1,654.

Additional fundraising events are held as and when the need arises for improvements and/or additions to the premises and the services provided.

**Expenditure**

Expenditure has ensured that the hall has been maintained in good condition to ensure that it is available for use by the community of Bolton.

**Investment policy**

Monies held are invested with Barclays Bank and the Cumberland Building Society. There is both a Current and a Savings Account with Barclays. An automatic transfer facility ensures that the current account does not overdraw (assuming that there are funds in the savings account) whilst maintaining only short term working capital requirements in the current account and maximises the opportunity to earn interest. However over recent years, interest rates have been very low; only £139 has been earned during 2016.

Investment is constantly under review; funds are managed between the Cumberland Building Society and the Barclays accounts in order to ensure the highest rate of interest is attracted whilst funds remain as accessible, as appropriate.

**Other optional information**

It is the committee's intention to not only maintain but improve the facilities provided at Bolton Memorial Hall.

The trustees will continue to explore further opportunities to improve and extend the use made of the Memorial Hall Field in conjunction with other groups and members of the village community, as well as to extend and radically improve the hall and its facilities. If anyone has expertise in this area and could assist in seeking funds we would appreciate help.

**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)

Position (eg secretary, chair, etc)

Date