



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	1	January	2018		31	December	2018

## Section A Reference and administration details

Charity name Bolton Memorial Hall

Other names charity is known by

Registered charity number (if any) 523052

Charity's principal address Chapel Street

Bolton

Appleby in Westmorland

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	Andrew Stevens	Chairperson		
2	Christine Taylor	Secretary		
3	Claire Hudson	Treasurer		
4	William Kenneth Shepherd			
5	Keira Booth		2/7/2018	
6	Paul Wilson			
7	David Baxter			
8	Alan Fleming			
9	Sue Kibbler			
10				
11				

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

Name	Dates acted if not for whole year
David Hayton	
William Kenneth Shepherd	
Judith Winter	
David Baxter	
Alan Fleming	
George Ellwood	Deceased 26/4/2018



## Section B 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)

## Section C 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 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 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.

## Section D 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 – evening sessions currently available to adults only
- 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.
- W.I. – the W.I. continues to meet 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 on a school term basis for aerobics and pilates classes, along with private parties and other one off events organised by other community organisations from the church, primary school and nursery.

From September 2018 the school have hired the hall on two afternoons each week during term time, for pupils fitness activities. We look forward to a long association with the school, even though we have had to find storage room for their equipment. The school have also used the hall field for extracurricular activities after school on one afternoon per week.

The field generally continues to attract a variety of 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 over recent years.

In January 2018 the hall, kitchen and toilets were repainted and the floor sanded and re-varnished, which has been greatly appreciated by all the hall users. In addition a new much larger cooker and pans have been purchased, mainly with grant funding sourced by the Parish Council, which are a great improvement to the kitchen.

During this year the "Bolton Bunch" achieved their aim of raising enough money to entirely refurbish the children's play area. After much deliberation the contract to supply and install the new equipment was awarded to Wicksteeds. It was hoped that the play area would be refurbished by October Half Term but work was delayed until the start of the new year. It is anticipated that the new play area will be handed over by the 8<sup>th</sup> of March.

The grass cutting contract entered into in conjunction with the Parish Council has been quite successful and will continue for another year. Having the grass cut does enhance the look of the field and encourages its use for recreational activities.

The drainage of the field is being monitored. The sump and drain appears to be working quite well. It has been a relatively dry year and the field on the whole has been much better. The Bolton bunch raised money to drain the new play area which seemed to work well.

The recycling centre continues to be hosted on the site and is well used. The re-cycled bicycle and signage, highlighting the recycling centre have become part of the scenery. The recycling credits that this amenity attracts (via Eden District Council), although down again on previous years 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 once again I would urge any who can, to please recycle using this area instead of the street collection, as we the village, via the Village Hall, benefit from the money raised from this facility. However it would be helpful if people would flatten items placed in the skips!

The annual Field Day (a village based activity which incorporates the Rose Queen procession, children's sports and competitions usually based around a theme) took place in June. This year the theme for the day was 1918 '100 years'.



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year (continued)

Members of the Hall committee worked hard to source and provide different opportunities for entertainment throughout the year. Paul Wilson continues to successfully 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 make large profits for the hall, they do provide for the opportunity to see 'Live' entertainment in the village. Thanks go to Sue Kibbler and ex-committee member Cathy Smith for continuing to co-ordinate and run these on the hall committee's behalf.

It was decided that the Hall would not host the pantomime production by North East Producers Travelling Theatre Company this year. We may well have the Company Back in future years.

The Hall continues to receive income from the PV Panels on the roof for the electricity that is produced and exported, whilst benefiting from "free" electricity that is used whilst it is being produced.

The Charity Trustees reviewed the rental charging structure to ensure it covered 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.

It is still the Hall Committees Intention to pursue extending and upgrading the hall and its amenities to ensure of its place as a hub for the village for years to come. However, trying to find funding for such a large project is proving to be ever more challenging. It is still the intention of the trustees to try and improve the facilities on offer at the hall but plans may have to be modified.

## Section E

## 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 around £6,100. 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 £11,000 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 £17,188.

### 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 objectives including any ethical investment policy adopted.

### Funds

The charity's principal source of funding is from rental income, however 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.

The income from Recycling Credits and Feed In Tariff earned through the 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 £2,035.

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; £126 has been earned during 2018 which is slightly up on last year.

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.

## Section F

## 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.

## 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)	ANDREW JOHN STEVENS	
Position (eg Secretary, Chair, etc)	CHAIR	

Date	4 <sup>TH</sup> MARCH 2019.
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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
BOLTON MEMORIAL HALL

**On accounts for the year  
ended**

31<sup>st</sup> December 2018

**Charity no  
(if any)**

523052

**Set out on pages**

Nine and Ten (9 & 10)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2018.

**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 (other than that disclosed below \*) 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:**

*John D. Bainbridge*

**Date:**

*4th March 2019*

**Name:**

*JOHN D. BAINBRIDGE.*

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

*BANK MANAGER (RETIRED)*

**Address:**

*NEW NORTH END, BOLTON  
APPLEBY  
CA16 6AX.*

## 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.

[Empty box for disclosure details]



**BOLTON MEMORIAL HALL**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2018**

**RECEIPTS**

Balances at Bank to begin:		
Cumberland B/S	9,579.35	
Community Account	1,392.41	
Business Reserve	10,118.77	21,090.53
Cash in hand to begin:	265.40	
Cheques in hand to begin:	82.00	347.40
Cheque not yet presented:	-78.00	-78.00
Total of balances to begin		(A) 21,359.93
Play area grants	40,000.00	
Rentals	2,782.00	
Marquee rentals	200.00	
EDC Recycling	283.56	
F.I.T	1,751.23	
Wayleave	7.17	
Bank & B/Soc Interest	125.57	
Sundry income	60.00	
<b>Sub- total - operating income</b>		45,209.53
<b>Fundraising Income</b>		
Film Nights	604.50	
Bacon butty morning	0.00	
Highlights events	1,367.70	
Fools Gold/Pantomime	218.00	
Band night	441.40	
Field Day	2,289.18	
<b>Sub-total fundraising income</b>		4,920.78
<b>Total income</b>		(B) 50,130.31

*Prev. year 2017* **PAYMENTS**

Insurance	1,102.45	1,035
Water Rates-Hall	52.56	118
Electricity	779.02	511
20,566 Central Heating Fuel	1,013.56	371
487 Performing Rights Society	121.20	118
219 Cleaning contractor (incl. Windows)	822.99	798
-696 Cleaning materials/consumables	275.77	320
20,566 Property Repairs/maint. (external) <sup>1</sup>	168.00	130
Property Repairs/Maint. (internal) <sup>2</sup>	5,920.27	483
0 Field maintenance&repair s	1069.83	108
2,853 Sundry <sup>3</sup>	13.24	62
61 Grass Cutting	400.00	410
291 Equipment purchase/replacement <sup>4</sup>	825.31	1,833
973 Garden Project	0.00	29
7 Play area	40,000.00	0
102 Legal costs re Land registry	0.00	160
0		
4,287 <b>Sub-total - operating expenditure</b>	52,564.20	6,486
<b>Fundraising expenditure</b>		
603 Bacon Butty morning	0.00	18
68 Highlights events	959.25	944
1,249 Fools Gold/Pantomime	182.25	160
210 Field Day	596.15	489
0 <b>Sub-total fundraising expenditure</b>	1,737.65	1,611
2,474		
4,604		
8,891 <b>Total expenses</b>	(C) 54,301.85	8,097

	Balances at Barclays Bank to End:		
	Community Account	1,050.82	
	Business Reserve	6,309.52	
	Balance at Cumberland B/S	9,661.11	17,021.45
	Cash in hand to end	290.32	21,091
	Cheques in hand to bank	0.00	
	sub total of 'in hand'		290.32
	Cheque not yet presented		-123.38
	Total of balances to end	(D) 17,188.39	21,360
(A+B)	<u>71,490.24</u>	29,457	(C+D) <u>71,490.24</u>
			29,457

**Receipts in excess of expenditure** **-£4,171.54** 794