



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 1	Month January	Year 2019	To	Day 31	Month December	Year 2019

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	Sue Kibbler			
5	Paul Wilson		Left 4 th March 2019	
6	David Baxter			
7	Alan Fleming			
8	William Kenneth Shepherd			
9	Linda Alcock		Appointed 4 th March 2019	
10	Deborah Brockbank		Appointed 4 th March 2019	
11	Walter Head		Appointed 4 th March 2019	
12	Alan McViety		Appointed 4 th March 2019	

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	

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 £6,516 In addition to this, unrestricted 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 £12,400 is considered to be set aside for capital projects. £17,824 is held as restricted funds in connection with the play area, hall development and gates repairs. Therefore, the Trustees feel that they currently meet the charity's policy with balances held at the end of the year standing at £36,740

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 £1,640, with the usual October payment being delayed until early 2020.

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; £146 has been earned during 2019 which is slightly up on last year, due the restricted play area funds still in hand that remain unspent.

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

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 'Hall' had for the first time this Christmas, outside lights which outlined the front aspect of the 'Hall'. These were kindly donated by David and Eleanor Hayton and were erected by Richard Hudson. We hope that they will brighten up the 'Hall' for many more years to come at Christmas time. Thanks to all concerned in the sourcing and erection of these, including Parish Clerk, Shelagh Leyland.

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 'A Mid Summer Nights Dream'. We were fairly lucky with the weather and everyone seemed to enjoy themselves whilst raising much needed funds for the upkeep of the 'Hall'. My thanks to those involved in putting the day together, to the sponsors for their generous contribution, and to all who attended. It was a very successful event.

During our AGM several people volunteered to join the 'Hall' Management Committee. These included Deborah Brockbank, Walter Head, Linda Alcock and Alan McViety, who were duly elected. They are all very welcome contributors to the running of the 'Hall' and the development plans. We appreciate their commitment and look forward to working with them in the future.

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.

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.

One of our main aims is to bring the facilities within the 'Hall' up to a more useable and more desirable standard. Some of the new committee members have formed a steering group to make refurbishment happen. Alan McViety has been working hard, as the group lead, and has secured the services of an Architect who has supplied rather detailed plans for the development of the 'Hall'. These have been shared with the residents of the village and their feedback has been sought. Alan and his team are working towards making the changes a reality and I really hope they are successful. If enthusiasm is anything to go by, they will be.

This is my last report as Chair of the 'Hall' management committee. I have been Chair for a while, and now it is time for me to step down; time for fresh ideas. I hope that the 'Hall' goes from strength to strength and I am sure we have the correct people in place to ensure that it does.

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

The 'Hall' continues to be hired on a school term basis for aerobics and Pilates classes and by the Primary School for PE lessons, along with private parties and other one off events organised by other community organisations from the church, primary school and nursery.

In January 2019, we had the flooring re-laid in the kitchen; this has been a great improvement as not only is it much more even, it is easier to clean etc.

In the summer a small working group started on the refurbishment of the field railings. A grant of £500 from the Willows was also received to repair and refurbish the field gates. This is yet to be completed during 2020. The railings, gates and rails in front of the 'Hall', along with the side door were also freshened up with paint. Thanks to those involved which included a young person volunteering his time through the Duke of Edinburgh Scheme.

The field generally continues to attract a variety of users and is a valuable asset for Bolton. Earlier in the year, the field was enhanced further after funding was obtained by the Parish Clerk (Shelagh Leyland), from the Heritage Lottery Fund to construct a sheepfold-inspired dry stone wall enclosure, modified to provide public seating. It was a joint project between, the 'Hall' committee, Parish Council and Bolton in Bloom group. Our thanks go to John Bell, Colin Bulman and Jim Woods for building the seat, which is well used now by many villagers. Thanks also to Bolton In Bloom for planting various trees and shrubs around it. The Primary School children also enjoyed inserting small stones as infill in the seat and including their names on laminated card as memory for future generations.

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.

I am pleased to report that shortly after last year's AGM, the Play Area was completed and handed over to the village. There were some minor issues with landscaping but all now seems to be well. The children have made extensive use of the equipment and it has become a popular feature in the village. There was one incident of graffiti but this was removed very quickly and thankfully there has not been any more. This facility is here for the children to use and if they look after it, it will be there for hopefully many years to come. I wish to express my thanks to the Bolton Bunch for making this refurbishment a reality.

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, however, particularly over the winter period, we have experienced severe weather conditions and the ground is very wet, as it is all over. We can only hope the dry weather will return soon and allow things to dry out a little.

The recycling centre continues to be hosted on the site and is well used. 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 'Hall', benefit from the money raised from this facility. However it would be helpful if people would flatten items placed in the skips!

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, fitness 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

restricted play area funds still in hand that remain unspent.

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

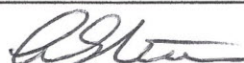
It is the committee's intention to not only maintain but improve the facilities provided at Bolton Memorial Hall.

The Management Trustees (the committee) 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 else 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)	A. STEVENS	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	2/3/20	



Section A

Independent Examiner's Report

Report to the trustees/
members of

BOLTON MEMORIAL HALL

On accounts for the year
ended

31ST DECEMBER 2019

Charity no
(if any)

523052

Set out on pages

NINE & TEN (9 & 10)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019.

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 (~~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:

Brainbridge

Date:

28/2/20

Name:

JOHN D. BRAINBRIDGE

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

A.I.B.

Address:

*DUNFELL, NORTHEND
BOLTON APPHEBY
CAIL GAX*

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.

BOLTON MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

RECEIPTS

Balances at Bank to begin:

Cumberland B/S	9,661.11	
Community Account	1,050.82	
Business Reserve	6,309.52	17,021.45
Cash in hand to begin:	290.32	
Cheques in hand to begin:	0.00	290.32
Cheque not yet presented:	-123.38	-123.38
Total of balances to begin		(A) 17,188.39

Operating Income:

Rentals	3,934.50	
Marquee/equipment rental	70.00	
Book Sales/donations/sundry	45.00	
EDC Recycling	135.18	
F.I.T	1,504.61	
Wayleave	7.17	
Bank & B/Soc Interest	145.98	
Sub- total - operating income		5,842.44

Grants/restricted (playarea, defib, willows etc) 20,693.74 20,693.74

Fundraising Income

Film Nights	490.80	
Highlights events	838.30	
Pantomime	0.00	
Band night	0.00	
Field Day	2,641.44	
Sub-total fundraising income		3,970.54

Total income (B) 30,506.72

Prev. year 2018

PAYMENTS

Prev. year 2018

Operating expenditure:

Insurance	1,120.43	1,102
Water Rates-Hall	138.06	53
Electricity	718.84	779
Central Heating Fuel	483.83	1,014
Performing Rights Society	124.80	121
Highlights scheme membership	65.00	0
Cleaning contractor (incl. Windows)	887.48	823
Cleaning materials/consumables	457.42	276
Property Repairs/maint. (external) ¹	361.72	168
Property Repairs/Maint. (internal) ²	1,675.85	5,920
Sundry ³	22.64	13
Field maintenance&repair	0	1,070
Grass Cutting	400.00	400
Equipment purchase/replacement ⁴	96.00	825
Sub-total - operating expenditure	6,552.07	12,564

Grant/restricted spend 5 3,310.46 3,310.46 40,000

Fundraising expenditure

Film Night	0	0
Highlights events	589.80	960
Pantomime	0.00	182
Band night	0.00	0
Field Day	502.64	596
Sub-total fundraising expenditure	1,092.44	1,738

Total expenses (C) 10,954.97 54,302

Balances at Barclays Bank to End:			
	Community Account	1,000.00	
	Business Reserve	25,939.31	
	Balance at Cumberland B/S	9,771.96	36,711.27
	Cash in hand to end	247.67	
	Cheques in hand to bank	0.00	
	sub total of in hand		247.67
	Cheque not yet presented/re-issued		-218.80
	Total of balances to end	(D) 36,740.14	17,188
(A+B)	<u>47,695.11</u>	71,490	(C+D) <u>47,695.11</u> 71,490

Receipts in excess of expenditure	£19,551.75	-4,172
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