



# Trustees' Annual Report for the period

|             |                   |                  |              |           |                 |                   |              |
|-------------|-------------------|------------------|--------------|-----------|-----------------|-------------------|--------------|
| <b>From</b> | Period start date |                  |              | <b>To</b> | Period end date |                   |              |
|             | Day<br>1          | Month<br>January | Year<br>2021 |           | Day<br>31       | Month<br>December | Year<br>2021 |

## 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  | Walter Head       | Chairperson        |                                   |   |
| 2  | Andrew Stevens    |                    |                                   |   |
| 3  | Christine Taylor  | Secretary          |                                   |   |
| 4  | Claire Hudson     | Treasurer          |                                   |   |
| 5  | Linda Alcock      |                    |                                   |   |
| 6  | David Baxter      |                    |                                   |   |
| 7  | Deborah Brockbank | Bookings Secretary |                                   |   |
| 8  | Alan Fleming      |                    |                                   |   |
| 9  | Sue Kibbler       |                    |                                   |   |
| 10 | Alan McViety      |                    |                                   |   |
| 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             |                                   |

## Section B

## Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Charity Commission Scheme   |
| How the charity is constituted<br>(eg. trust, association, company) | Trust   |
| Trustee selection methods<br>(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:

2021/22 was fortunately less challenging than the previous year, both emotionally and financially as the worldwide pandemic restrictions eased from full lockdown to what we now have and a nearly normal life again.

Over this period of time the Trustees have seen the Memorial Hall open with some restrictions in 2021. These did have a slight effect on both the community use of the hall and our subsequent income. However, the Trustees always had the welfare of the users and the wider community at heart when making decisions surrounding its use. The guidance given by ACT has been invaluable and adhered to.

In the latter part of the year the hall saw the likes of Pilates and the community exchange afternoons and lunches fully open, which provided not only the income but the benefits for the community at large.

Meetings of the Parish Council, the Hall Trustees, WI and other community groups have been able to meet within the Memorial Hall. Although larger events such as the film nights have yet to resume. I am pleased to announce that the 2022 Annual Field Day event in June will



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

go ahead having been cancelled in the last 2 years. It is hoped that it will bring the village and surrounding communities together and be a feel good event.

During the year the local school has been able to use the hall under government guidelines.

During the year, the field gates were repaired with financial assistance from Bolton Willows Trust.

As reported last year the hall development extension plan had been granted, however after further consultation these plans were slightly amended and I am pleased to reported that these have been passed by both Eden District Council and Listed Building Consent. There are some slight requirements prior to development surrounding architectural investigations and the moving of a public footpath. However, it is felt that these will not hinder the overall development. The Trustees are now in a position to begin the process of organising fund raising activities for the development of the hall and car park. The first of these will be held on Saturday 12 March in an open day when the full plans will be explained and ideas for fund raising discussed. In addition, most of the regular users of the hall will have an opportunity to showcase their activities in an effort to increase their patronage.

The adjacent car park development was initially put out to tender; however, the cost was prohibitive under the previous construction usage. This has now been re-vamped and it is hoped that the amended materials will make the tender more affordable. The National Lottery did provide some well needed funding for the design and planning. They have been constantly informed and it is hoped that further lottery funding would be made available in the near future.

Once again, the Trustees decided not to increase the rental charges in line with its charitable status. Although this will be considered in any future financial decisions, the Trustees are mindful of the current increase in fuel and electricity prices which may reflect in a small increase in the future. They are mindful of the halls use by the community and would not wish to financially burden its users.

We are pleased to report that as stated in my previous report the local parish council have built the cycle pump track which does enhance the facilities for the local and wider communities. Although it has only been opened for a few weeks to date, it had proved a very popular facility. There will be a large gazebo being built close to the track, still within the land agreed between the parish council and the Trustees, which will only enhance the area. A £10,000 grant from Eden District Council was gratefully received to build this gazebo.

In conclusion, although there were some challenges again this year, they were certainly less than the previous year. The hall continues to be an important and integral part of the community and will continue to go from strength to strength in the coming years.



### 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 £7,245. 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 £28,450 is considered to be set aside for capital projects. £17,301 is held as restricted funds in connection with the play area/pump track/field development. Therefore, the Trustees feel that they currently meet the charity's policy with balances held at the end of the year standing at £52,996.

### 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 with unprecedented events during 2021 due to Covid 19, the charity was very grateful to benefit from the Government grants distributed by Eden District Council. A total sum of £8,335 was received via EDC in 2021. These funds enabled the Trustees to ensure that measures continued to be in place to make the hall more Covid secure and more than cover the income lost due to loss of rental come and fundraising events.

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 £1,513 from FIT income and £250 from recycling credits; income from recycling continues to be sporadic and it is hoped that the payments will have caught up with themselves during the early part of 2022.

#### 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' in a savings account with Barclays Bank and in a 'Term' account with 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; £72 has been earned during 2021 which is more than 50% down on 2020 despite similar balances being held.

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**

|  |
|--|
|  |
|--|

**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)                        | Walter Head   | Claire Hudson   |
| Position (eg Secretary, Chair, etc) | Chair   | Treasurer   |
| Date                                | 7 <sup>th</sup> March 2022  | 7 <sup>th</sup> March 2022  |



# **BOLTON MEMORIAL HALL      RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021**

|                                      |           |     | Prev. year 2020  | PAYMENTS  | Prev. year 2020      |
|--------------------------------------|-----------|-----|------------------|---|----------------------|
| <b>RECEIPTS</b>                      |           |     |                  |   |                      |
| <b>Balances at Bank to begin:</b>    |           |     |                  |   |                      |
| Cumberland B/S                       | 9,907.46  |     |                  | Insurance                                       | 1,037                |
| Community Account                    | 1,137.01  |     |                  | Water Rates-Hall                                | 122                  |
| Business Reserve                     | 39,971.76 |     | 51,016.23        | Electricity                                     | 320                  |
| Cash in hand to begin:               | 18.27     |     |                  | Central Heating Fuel                            | 393                  |
| Cheques in hand to begin:            | 7.17      |     | 25.44            | Performing Rights Society                       | 128                  |
| Cheque not yet presented:            |           |     | 0.00             | Highlights scheme membership                    | 65                   |
| Total of balances to begin           |           | (A) | <b>51,041.67</b> | Cleaning contractor (incl. Windows)             | 977                  |
| <b>Operating Income:</b>             |           |     |                  |   |                      |
| Rentals                              | 1,608.50  |     |                  | Cleaning materials/consumables                  | 63                   |
| Revenue Grant EDC                    | 8,335.21  |     |                  | Property Repairs/maint. (external)              | 0                    |
| Book Sales/donations/sundry          | 1,000.00  |     |                  | Property Repairs/Maint. (internal) <sup>1</sup> | 205                  |
| EDC Recycling                        | 250.00    |     |                  | Sundry <sup>2</sup>                             | 59                   |
| F.I.T                                | 1,512.53  |     |                  | Field maintenance&repair <sup>3</sup>           | 58                   |
| Wayleave                             | 7.17      |     |                  | Gross Cutting                                   | 400                  |
| Bank & B/Soc Interest                | 72.07     |     |                  | Equipment purchase/replacement                  | 0                    |
| <b>Sub- total - operating income</b> |           |     | <b>12,785.48</b> | COVID 19 measures                               | 915                  |
|                                      |           |     |                  |   |                      |
|                                      |           |     |                  | <b>Sub-total - operating expenditure</b>        | <b>5,615.37</b>      |
| Grants/restricted                    | 4,822.00  |     | 4,822.00         | Grant/restricted spend <sup>4</sup>             | 989                  |
| <b>Fundraising Income</b>            |           |     |                  | <b>Fundraising expenditure</b>                  |                      |
| Film Nights                          | 0.00      |     |                  | Film Night                                      | 0                    |
| Highlights events                    | 272.00    |     |                  | Highlights events                               | 21                   |
| Bacon Butty event                    | 0.00      |     |                  |   |                      |
| Field Day                            | 0.00      |     |                  | Field Day                                       | 0                    |
| <b>Sub-total fundraising income</b>  |           |     | <b>272.00</b>    | <b>Sub-total fundraising expenditure</b>        | <b>21</b>            |
|                                      |           |     |                  |   |                      |
| <b>Total income</b>                  |           | (B) | <b>17,879.48</b> | <b>Total expenses</b>                           | <b>(C) 15,925.21</b> |
|                                      |           |     |                  |   | <b>5,751</b>         |

|                                    |           |                         |        |
|------------------------------------|-----------|-------------------------|--------|
| Balances at Barclays Bank to End:  |           |                         |        |
| Community Account                  | 727.69    |                         |        |
| Business Reserve                   | 42,663.69 |                         |        |
| Balance at Cumberland B/S          | 9,975.15  | 53,366.53               |        |
| Cash in hand to end                | 158.28    |                         |        |
| Cheques in hand to bank            | 7.17      |                         |        |
| sub total of in hand               |           | 165.45                  |        |
| Cheque not yet presented/re-issued |           | -536.04                 |        |
| Total of balances to end           | (D)       | <b>52,995.94</b>        | 17,188 |
|                                    | (A+B)     | <b><u>68,921.15</u></b> | 22,940 |
|                                    |           | (C+D)                   |        |

### Receipts in excess of expenditure

**£1,954.27**

Prepared & presented by Alice Henson

Confirmed & agreed 7th March 2022

Attended