



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month January	Year 2020		Day 31	Month December	Year 2020

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	(w.e.f 2/3/20)	
2	Andrew Stevens	Chairperson	(until 2/3/20)	
3	Christine Taylor	Secretary		
4	Claire Hudson	Treasurer		
5	Linda Alcock			
6	David Baxter			
7	Deborah Brockbank	Bookings Secretary	(w.e.f. 2/3/20)	
8	Alan Fleming			
9	Sue Kibbler			
10	Alan McViety			
11	William Kenneth Shepherd		Resigned 2/3/20	

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 (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:

2020 was certainly a challenging year for us all with the Worldwide Covid 19 pandemic obviously impacting on us all both emotionally and financially.

Over this period the Trustees have seen the Memorial Hall open and close for business several times during the year. The lack of availability of the Hall being at the centre of the Community has been of concern. That said safety has been paramount in these decisions and whilst we were allowed to be open on brief occasions it has been used by several organisations, including Badminton Club, Pilates, and the Indoor bowling club, all in line with any Government restrictions.

Meetings of the Parish Council, Hall Trustees and the W.I. have been curtailed, however thanks to social media platforms such as Zoom some have been able to continue on a virtual basis. During the pandemic it has been impractical to hold large events, such as the Film nights, celebration events and the regular Coffee morning exchange, however it is hoped that soon these will resume. This will be dependent upon the continued relaxing of the lockdown restrictions enabling the Hall to

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

resume its central role within the Community.

We are pleased however that the local School has been able to make use of the Hall during this time as it is partially exempted from some of the rules surrounding its use. For example, The Nursery School Christmas play was held in the Hall and filmed for the parents as no audience were permitted.

The Annual Field Day event in June 2020 had to be cancelled. This event would normally bring the village and communities in the surrounding area together and is a feel-good event. However, everyone has understood why it was cancelled to ensure health and wellbeing and we hope to bring some similar event soon.

The Trustees certainly have not relaxed during the year and we are pleased to report that after consultation with the local community, plans for a substantial revamping and extension of the Hall have been passed by the Eden District Council. The first phase of the plans, the building of a large car park and recycling area have been sent out to tender and we hope to progress both fund raising and grant applications in the not-too-distant future. We were successful in obtaining a £17,500 grant from the National Lottery to manage the extension plans and they have taken a keen interest in how the plans progress. The extension plans are extensive and costly and will be a challenge to fund, however the Trustees and the community are fully behind the project and once completed it will enhance the Hall for wider use in the future and certainly be a valued and useful asset.

The Pandemic obviously had an effect on businesses, the lack of rental income was fortunately offset by several Grants from the Central Government managed and distributed by Eden District Council. These are fully explained later in the report from the Treasurer. The Hall being unable to be used by the community was of concern to the Trustees, however the community were kept informed via social media and other methods; with everyone being very understanding.

We, the Trustees decided not to increase rental charges last year in line with its Charitable status and this is something that will continue to be at the fore of any future financial decisions.

The Local Parish Council approached the Trustees in 2020 and have entered into an agreement to utilise a small area of land adjacent to the excellent playpark to facilitate the building of a Cycle Pump track which will enhance the facilities they provide. The trustees hold £17,643 in funds the Play Park Project did not use and together with a further £5000 from Cumbria County Council, this will be used towards the Pump Tracks construction. The Play Park and the Pump Track are to be Managed by the Parish Council and they will have total responsibility for them.

In Conclusion, although it has been a Challenging year for us all, the Hall remains and will continue to be an integral and important part of the Community. Its use will continue to bring the Community together and we all look forward to better days ahead

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 £6,598 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 and the field gates still need to be repaired. Therefore, at the end of this current financial year £21,800 is considered to be set aside for capital projects. £22,643 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 £51,041

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 2020 due to Covid 19, the charity was very grateful to benefit from the Government grants distributed by Eden District Council. A total sum of £11,334 was received via EDC in 2020 and the charity continues to benefit from this grant initiative into 2021 as further lockdown payments are made. These funds enabled the Trustees to ensure that measure were put 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 £1,508

From FIT income and £140 from recycling credits; income from recycling has been sporadic over recent years and it is hoped that the payments will have caught up with themselves during the early part of 2021.

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; £158 has been earned during 2020 which is slightly up on last year, due the restricted play area funds still in hand that remain unspent and additional grants.

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**

At the beginning of 2021, the hall continues to be closed, however it is hoped that it will be able to be opened up on a phased basis once government restrictions start to ease in Spring.

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	8 th March 2021	8 th March 2021



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
BOLTON MEMORIAL HALL

On accounts for the year ended

31ST DECEMBER 2020

Charity no (if any)

523052

Set out on pages

27-32 of ACCOUNTS BOOK and 8-9 of ANNUAL REPORT

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

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: 9/2/2021

Name: JOHN D. BAINBRIDGE

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

AIB.

Address:

DUNFELL BUNGALOW, BOLTON
APPLEBY
CA16 6AX

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 2020

RECEIPTS			<i>Prev. year</i>	PAYMENTS			<i>Prev. year</i>
			<i>2019</i>				<i>2019</i>
Balances at Bank to begin:				Operating expenditure:			
Cumberland B/S	9,771.96			Insurance	1,037.20		1,120
Community Account	1,000.00			Water Rates-Hall	122.30		138
Business Reserve	25,939.31	36,711.27	17,021	Electricity	320.02		719
Cash in hand to begin:	247.67			Central Heating Fuel	392.70		484
Cheques in hand to begin:	0.00	247.67	290	Performing Rights Society	128.40		125
Cheque not yet presented:	-218.80	-218.80	-123	Highlights scheme membership	65.00		65
Total of balances to begin		(A) 36,740.14	17,188	Cleaning contractor (incl. Windows)	976.99		887
				Cleaning materials/consumables	62.80		457
Operating Income:				Property Repairs/maint. (external)	0.00		362
Rentals	1,573.00		4,004	Property Repairs/Maint. (internal) ¹	204.72		1,676
Revenue Grant EDC	11,334.00		0	Sundry ²	58.66		23
Book Sales/donations/sundry	83.26		45	Field maintenance&repair ³	57.98		
EDC Recycling	140.33		135	Grass Cutting	400.00		400
F.I.T	1,508.22		1,505	Equipment purchase/replacement			96
Wayleave	7.17		7	COVID 19 measures ⁴	914.65		
Bank & B/Soc Interest	157.97		146				
Sub- total - operating income		14,803.95	5,842	Sub-total - operating expenditure	4,741.42		6,552
Grants/restricted	5,000.00	5,000.00	20,694	Grant/restricted spend ⁵	989.00	989.00	3,310
Fundraising Income				Fundraising expenditure			
Film Nights	154.00		491	Film Night	0		0
Highlights events	0.00		838	Highlights events (TENS)	21.00		590
Bacon Butty event	95.00		0	Field Day	0.00		503
Field Day	0.00		2,641	Sub-total fundraising expenditure	21.00		1,093
Sub-total fundraising income		249.00	3,970				
Total income		(B) 20,052.95	30,506	Total expenses	(C) 5,751.42		10,955

Balances at Barclays Bank to End:			
	Community Account	1,137.01	
	Business Reserve	39,971.76	
	Balance at Cumberland B/S	9,907.46	51,016.23
	Cash in hand to end	18.27	
	Cheques in hand to bank	7.17	
	sub total of in hand		25.44
	Cheque not yet presented/re-issued		0.00
	Total of balances to end	(D) 51,041.67	17,188
(A+B)	<u>56,793.09</u>	47,694	(C+D) <u>56,793.09</u>
			28,143

Receipts in excess of expenditure **£14,301.53** 19,551

Baird

W. Head