

**Upper Rissington Village Hall
Trustees' Annual Report**
For the period 01/04/2015 to 31/03/16

Section A - Reference and Administration Details

Charity Name

Upper Rissington Social Committee

Registered Charity Number

1162683

Charity's Principal Address

Upper Rissington Village Hall
Wellington Road
Upper Rissington
Cheltenham
GL54 2QW

Names of the Charity Trustees who manage the charity

Trustee Name	Office	Dates acted	Person or body entitled to appoint Trustee
Dean Graham Beard	Chairman	15.07.15 – 31.03.16	n/a
Andrew Robert Mitchell	Secretary	15.07.15 – 31.03.16	n/a
Wayne Andrew Stewart Fisher	Treasurer	15.07.15 – 31.03.16	n/a
Zoe Helen Branch		15.07.15 – 31.03.16	n/a
Sally Fiona Whitley		15.07.15 – 31.03.16	n/a
Robert George French		15.07.15 – 27.11.15	n/a

No Custodial Trustees in year in review

Legal advice on set up of Charity and establishment of lease only.

Section B - Structure, Governance and Management

The legal form of the Trust is a CIO (*Charitable Incorporated Organisation*) and was entered onto the Register of Charities on 15 July 2015.

The Trust has a two tier structure of governance and management, the Trustees and the Management Committee. The operation and relationships of these two groups is laid down the Internal Governance procedure which forms part of the management system.

The Trustees, whilst maintaining overall control of the Trust, have delegated the day to day running of the Village Hall to the Management Committee. The Management Committee comprises Trustees and volunteers who have expert knowledge applicable to running a village hall.

During the reporting period the Trustees met for an inaugural meeting to initiate the on-going process of governance. The Management Committee met eleven times to consider relevant preparation and planning issues. Each meeting was held as required by the internal procedures, with comprehensive minutes and actions clearly assigned and followed up.

The management system has been developed over the period to comply with statutory regulation taking into account guidance from ACRE (*Action with Communities in Rural England*). As noted below, this is the foundation year for the Charity so not all the procedures have been fully implemented. However the Management Committee comprises highly experienced managers and no insurmountable problems are envisaged.

The Trust also seeks guidance and advice from GRCC (*Gloucestershire Rural Community Council*) and is a member of their networking group.

Section C - Objectives and Activities

The Objectives of the Trust are those stipulated in the Constitution, that is:

The provision and maintenance of a village hall for the use of the inhabitants of Upper Rissington, Gloucestershire without distinction of political, religious or other opinions, including use for;

- *meetings lectures and classes, and*
- *other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.*

However, as noted below, the Trust did not have responsibility for the village hall at the end of the year in review, so the focus has been on preparation and planning.

Section D - Achievements and Performance

Summary of the Main achievements of the Charity During the year

This was the establishment year for the Charity. Our work was to set the foundations for a successful charity including the completion of all of the legal and administrative formalities necessary to register the charity.

The Upper Rissington Village Hall was built and finished in March 2015. It was due to transfer ownership to the Upper Rissington Parish Council by June 2015. Upper Rissington Parish Council should then have signed a lease with the Upper Rissington Village Hall Charitable Trust for the ongoing maintenance, development and management of the Hall. There were a number of problems with the transfer of ownership of the Hall into the hands of the Parish Council. The consequence of these issues is that the Trust did not have responsibility for the hall at the end of the year in review so the focus has been on preparation and planning

The main achievements for the Trust were

- the establishment of processes and procedures for the ethical, efficient and prudent management of the Trust
- development of a website at URVH.org
- procurement of technology and accounting software for the future management of the Trust
- Progress towards agreeing contracts for a twenty five year lease for the Upper Rissington Village Hall.

Section E - Financial Review

Brief Statement of the Charity's policy on reserves

The year in review saw very little financial activity and is not representative of a normal operational year. In normal operational years the Charity will retain and build reserves so that it might effectively meet the need to repair, replace and renovate the Village Hall, fixtures, fittings and furnishings.

Details of any funds materially in deficit

The Trust will initially be funded by a Parish Council grant and income generated from hire of the hall. The Parish Council has agreed to meet the legal costs associated with the establishment of the Trust and the completion of the lease. Other costs incurred for the purchase of technology and licensing the web site and an on-line booking system have been paid by the Treasurer. This will be repaid from the Charity to the Treasurer when funds allow. The debt is unsecured and any associated risk is accepted personally by the Treasurer.

Further Financial Review Details

This year the main source of funds for the Charity was the grant from Upper Rissington Parish Council. This grant was to cover the costs of setting up the Upper Rissington Village Hall Charity. Other funds were provided personally by the Treasurer to enable the charity to set up its technology so that it can become operational as soon as it signs the lease for the Village Hall. At that time the Trust will receive a grant from the Parish Council of £35,000 spread over three years. This grant is to support the Trust as it builds the community use of the Hall.

Section F - Other Optional Information

None

Section G - Declaration

The Trustees declare that they have approved the Trustees' Annual Report above.

Signed on behalf of the Charity's Trustees:

A handwritten signature in blue ink, appearing to read 'Dean Graham Beard', written in a cursive style.

Signature

Full name: **Dean Graham Beard**

Position: **Chairman**

Date: **16 January 2017**