



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month January	Year 2017		Day 31	Month December	Year 2017

## 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	<b>Andrew Stevens</b>	Chairperson		
2	<b>Christine Taylor</b>	Secretary		
3	<b>Christopher Wilkinson</b>	Minutes Secretary		
4	<b>Claire Hudson</b>			
5	<b>William Kenneth Shepherd</b>			
6	<b>Keira Booth</b>			
7	<b>Paul Wilson</b>			
8	<b>David Baxter</b>			
9	<b>Alan Fleming</b>			
10	<b>Sue Kibbler</b>			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
<b>David Hayton</b>	
<b>William Kenneth Shepherd</b>	
<b>Judith Winter</b>	
<b>David Baxter</b>	
<b>George Ellwood</b>	
<b>Alan Fleming</b>	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## 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)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## 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.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **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 – currently available to adults
- 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, school and nursery. (Continued on next page).

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

The hall field continues to attract 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. As a result, a small group was formed during 2017 calling themselves "The Bolton Bunch". They are specifically concerned with improving the play area for the benefit of the children. They are working on raising money to finance the improvements. Although they are working autonomously they are overseen by the hall trustees. At the time of this report they have raised around £29,000 and are looking to start work on the improvements after Field Day this year.

The Bolton in Bloom group has taken an interest in the field and has added various amenities such as composting bunkers, a large "Bug Hotel" and new planters.

The grass cutting contract has been quite successful and I am sure all would agree cutting the grass does enhance the look of the field and encourages its use for recreational activities.

The drainage of the field is an ongoing issue. The sump and drain appears to be working quite well, but there are still areas that are very wet. It has been suggested that a wet area could be identified where suitable plants could be planted.

The recycling centre continues to be hosted on the site and is well used. The Bolton in Bloom group also erecting a bicycle and signage highlighting the recycling centre. The recycling credits that this amenity attracts (via Eden District Council) 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 I would urge any who can, to please recycle using this area instead of the street collection, as we the village, 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 'Green Fingers'.

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 ex-committee member Cathy Smith for continuing to co-ordinate and run these on the hall committee's behalf.

In December we again had a pantomime production by North East Producers Travelling Theatre Company. This year it was 'Oliver', which was enjoyed by all who attended.

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 anticipated 5 year

## Section D

## Achievements and performance

payback term on the hall's £4000 investment materialised.

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 very difficult. 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 £5,860 . 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 £15,500 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 21,360.

### 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 o 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 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 £1,264, with a further £350 due in January 2018 relating to the final quarter of 2017.

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; only £102 has been earned during 2017.

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

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		