



## Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

1  
04  
2018

31  
03  
2019

Section A

Reference and administration details

Colton Village Hall

**Charity name**

N/A

1059585

**Registered charity number (if any)**

C/O Mr A.R Monbiot

**Charity's principal address**

Sheringham, Bellamour Way

Colton, Rugeley, Staffordshire

**Postcode**

**WS15 3LN**

**Names of the charity trustees who manage the charity**

**Trustee name**

**TAR**

Office (if any)  
Dates acted if not for whole year  
Name of person (or body) entitled to appoint trustee (if any)

Matthew Crompton

From 25<sup>th</sup> August

1

Craig Michael Staples

Treasurer

From 15<sup>th</sup> August

2

Katherine Elizabeth Staples

From 2<sup>nd</sup> September

3

Benjamin Jason Ridgway

From 9<sup>th</sup> August

4

Anna Louise Ridgway

From 9<sup>th</sup> August

Marie Havelock

1<sup>st</sup> April to 26<sup>th</sup> July  
St Mary's Church Colton

John Macmillan  
Secretary

Colton Local Nature Reserve

Pauline Ann Macmillan 10

Colton WI

Anthony Richard Monbiot  
Chairman 11

Colton Produce Guild

12

Sonia Jenkinson 13

Colton History Society

14

15

16

17

18

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

**Name**  
**Dates acted if not for whole year**

N/A

**Names and addresses of advisers (Optional information)**

**Type of adviser**

**Name**

**Address**

N/A

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

## **Section B                    Structure, governance and management**

**Description of the charity's trusts**

	Type of governing document (eg. trust deed, constitution)
Constitution	
	How the charity is constituted (eg. trust, association, company)
Trust	
	Trustee selection methods (eg. appointed by, elected by)

By election at the AGM, or in the case of a casual vacancy, co-option by the Management Committee; by nomination of representatives of village organisations listed in the constitution.

**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.

New trustees participate in an induction session, focused particularly on the role and responsibilities of trustees, the constitution, conflicts of interest/loyalty and financial management.

As a small charity Colton Village Hall guards against risks by the maintenance of a reserve fund (see section E) and the purchase of trustee liability insurance to the value of £100,000.

## **Section C Objectives and activities**

### **Summary of the objects of the charity set out in its governing document**

The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Colton, including use for meetings, lectures, classes, and other forms of recreation and leisure-time occupation.

**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 trustees have continued during the year to raise sufficient funds to improve and maintain the hall to a high standard, to preserve its attraction to parishioners and others as a venue for the types of activities shown above and to maintain adequate reserves

During the financial year the new playground was installed and opened. It has been highly successful and is being widely used by parishioners and others. A major benefit of the playground project has been to bring the young parents who were the primary movers behind the project onto the trustee body. This has greatly reduced the average age of the Trustees body, meeting a long term aspiration.

Major repair and replacement included:-

Replacement of the cooker. A significant number of damaged roof tiles were replaced and the roof has had a new ridge.

Trustees, as before have organised several traditional and innovate events to raise funds events including wine tasting, quizzes, auctions and the annual Christmas Fayre.

The charity Colton Local Nature Reserve continues to manage the nature reserve on Village Hall land and is establishing a species data base.

The Committee continues to be mindful of the need to balance carefully its duty, according to the charity's objects, to preserve and maintain the hall, by developing external hire in order to raise income, whilst keeping access open to parishioners seeking to use the hall. On going reviews of booking date show increasing use of the Hall by parishioners.

To the above end the Trustees have adopted a Mission Statement " for Parishioners maximum usage for minimum cost, and for external hirers maximum income from minimal usage"

The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

### **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.

Our constitution is predicated on the assumption that all village organisations will provide a representative member to the Trustee body. Despite the fact that most village organisations are regular users of the hall at favourable rates, it is becoming increasingly difficult to persuade them to provide trustees.

## Section D

## Achievements and performance

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## Achievements and performance

**Summary of the main achievements of the charity during the year**

The principal achievements of the charity were:

1. Completing the replacement of the Children's Playground;
2. Continued increase in the use of the hall by Parishioners (including events open to all Parishioners)

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

1. We have a contingency reserve of £4000.
2. Reserve to meet known future maintenance and capital expenditure £15000
3. We are making provision to cover replacement and repair of playground equipment, currently standing at around £5000

**Details of any funds materially in deficit**

None

**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 are raised through:

1. Fund-raising events organised by the Management Committee;
2. Hire charges to village organisations
3. Hire charges to private individuals, whether living inside the Parish or outside, and to organisations based outside the Parish.
4. Grants for large items of capital expenditure,

## **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)**

Anthony Richard Monbiot

**Position (eg Secretary, Chair, etc)**

Chairman

