



# Trustees' Annual Report for the period

|             |                   |       |      |           |                 |       |      |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
| <b>From</b> | Period start date |       |      | <b>To</b> | Period end date |       |      |
|             | Day1st1           | April | 2015 |           | Da31y           | March | 2016 |

## Section A Reference and administration details

**Charity name** Bawdeswell Parish Room

**Other names charity is known by** Bawdeswell Village Hall

**Registered charity number (if any)** 800970

**Charity's principal address**

|                          |                |
|--------------------------|----------------|
| Bawdeswell Village       |                |
| Bawdeswell               |                |
| Dereham                  |                |
| <b>Postcode NR20 4RU</b> | <b>Norfolk</b> |

### 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  | James Lilwall    | Chairman        |                                   |   |
| 2  | David Cockburn   |                 |                                   |   |
| 3  | Rita Edwards     |                 | From September 2015               |   |
| 4  | Robert Edwards   |                 | From September 2015               |   |
| 5  | Carolyn Good     |                 |                                   |   |
| 6  | John Mallen      |                 |                                   |   |
| 7  | John Menzies     | Vice Chairman   |                                   |   |
| 8  | William Mason    | Treasurer       |                                   |   |
| 9  | Karin Mason      |                 | April to September 2015           |   |
| 10 | Marietta Menzies | Secretary       |                                   |   |
| 11 |                  |                 |                                   |   |
| 12 |                  |                 |                                   |   |
| 13 |                  |                 |                                   |   |
| 14 |                  |                 |                                   |   |
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| 17 |                  |                 |                                   |   |
| 18 |                  |                 |                                   |   |
| 19 |                  |                 |                                   |   |
| 20 |                  |                 |                                   |   |

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

| Name                      | Dates acted if not for whole year |
|---------------------------|-----------------------------------|
| Bawdeswell Parish Council |                                   |

**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)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Appointed, Elected and/or Co-opted

**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.

In addition to the Constitution the Charity has a number of policies, each of which is reviewed annually by the Trustees

- Accounting Systems and Reserves
- Data Protection
- Environmental
- Equal Opportunities
- Health and Safety
- Lost Property
- Premises Age Verification Policy
- Safeguarding Children and Vulnerable Adults Protection
- Smoking, Alcohol and use of illegal substances
- Training

**Section C Objectives and activities**

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

To provide a Parish Room for Bawdeswell.  
In pursuit of this object, the Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the Parish of Bawdeswell without distinction of sex, sexual orientations, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

**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' main activities undertaken for public benefit are to maintain the building in order that it is usable for a variety of activities. Our stated outcomes are:–

- To provide and/or facilitate activities for children and young people
- To support and organise opportunities for our senior citizens to socialise
- To provide the facilities to support the outdoor sports carried out on the field, basket ball court and bowling green
- To encourage and provide space for indoor exercise and sport
- To enable and encourage young families to come together and have space to socialise when their children are using the Play area.

**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.

The Trustees will, for a limited time, subsidise financially activities for children and young people that meet the objectives of their stated outcomes.

The Charity is totally dependent on the work of volunteers to:

- manage the building
- manage the finances
- deal with administration
- organise activities
- maintain the structure of the building
- develop the website
- undertake the majority of the cleaning

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

Since the 22<sup>nd</sup> May 2015 when the new building was handed over to us by the Contractors, the main achievement of the Charity has been:

- To return furniture and equipment that had been in store back to the new building and commission the new building for operation.
- The building opened from the 1<sup>st</sup> June to previous hirers of the old hall to move in and re-start their activities in the new surroundings.
- To organise and run a 2 day event to include the whole community to celebrate the opening and launch of the new building.
- To fit out the building with items which had not been included in the Construction contract
- To order and finance further equipment and furniture for the building.
- To market the facility and manage bookings.
- To communicate with grant bodies.
- To manage and control the finances.
- To deal with snagging items and communicate with the contractor and architect.
- To develop the Village Hall website
- To identify and support activities to meet our stated outcomes.

## Section E

## Financial review

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

The Charity aims to maintain reserves equal to six months' expected expenditure.

**Details of any funds materially in 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.

Further specific grants have been received for Cinema equipment and chairs. Monthly film showings support our objective to encourage the community to come together.

Donations have been received for kitchen equipment which is enabling monthly soup and pudding lunches aimed at members of the community at home in the middle of the day; senior citizens, young mothers, etc. and also a regular weekly "drop in" coffee morning.

## 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**

|  |                            |  |
|--|----------------------------|--|
| <b>Signature(s)</b>                        | <i>Marietta Menzies</i>    |  |
| <b>Full name(s)</b>                        | Marietta Elizabeth Menzies |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Secretary                  |  |
| <b>Date</b>                                | 2 <sup>nd</sup> May 2016   |  |