



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month October	Year 2016		Day 30	Month September	Year 2017

## Section A Reference and administration details

**Charity name** Burnside Memorial Hall

**Other names charity is known by**

**Registered charity number (if any)** 504064

**Charity's principal address** Rose Cottage, 2 Church Lane

Plumtree

Nottingham

**Postcode**

**NG12 5NE**

### 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	George Nigel Cutts	Chair of Trustees		
2	Leslie Carruthers	Hon. Treasurer		
3	Fiona Anne Carruthers	Hon. Secretary		
4	Michael Reginald Clark	Bookings Secretary; Chair of Management Committee		
5	Kenneth George Bloor			
6	Frank Charles Mason			
7	Patricia Sumner			
8	Margarita Timmans			
9	David Austin Page			
10	Christine Goldstraw			
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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

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Assessor	Susan Manley	The Barn, Church Hill, Plumtree, Nottingham NG12 5ND

## 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)	Deed of Trust dated 11 <sup>th</sup> July 1921
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees must be resident within the Ecclesiastical Parish of Plumtree, Nottinghamshire. New Trustees are elected by the existing Trustees.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>A properly constituted Management Committee monitors the affairs of the Burnside Memorial Hall and makes suggestions for improvements to the Trustees. This committee comprises:</p> <ul style="list-style-type: none"> <li>• <b>Trustee members:</b> three members from the current Trustees, plus the Hon. Secretary and Hon. Treasurer;</li> <li>• <b>Community members:</b> the chairs of Plumtree Parish Council, Normanton-on-the-Wolds Parish Council and Clipston-on-the-Wolds Parish Meeting or their representative;</li> <li>• <b>User members:</b> up to six representatives of groups that use the Hall on a regular basis.</li> </ul> <p>Any maintenance or remedial work performed in or around the Hall is carried out by fully insured, local, professional tradesmen. The Hall has no employees.</p> <p>The Hall has a premises licence and a small lotteries licence but does not have a licence to sell alcohol.</p>
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## Section C Objectives and activities

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

The provision of community hall facilities to the villages of Plumtree, Normanton on the Wolds and Clipston on the Wolds (the Ecclesiastical Parish of Plumtree, Nottinghamshire).

**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 Burnside Memorial Hall is a facility used by members of the public for meetings, children's parties, family parties, wedding receptions, christening celebrations, clubs, classes and special events.

The Hall is hired out for a small fee to ensure its running costs and upkeep can be paid in full and that it is kept in good condition.

Regular users include Plumtree School, The Wolds Day Nursery, Plumtree WI, Plumtree Parish Council, Normanton-on-the-Wolds Parish Council, Clipston-on-the-Wolds Parish Meeting, Plumtree Church, Keyworth Bridge Club and Keyworth Art Group.

In addition, a monthly flower club and weekly yoga and line dance classes are held. These are open to the public for a small fee.

We confirm the Trustees have had regard to the Charity Commission's guidance on public benefit.

In particular, public events are open to all and are priced appropriately. Regular users are charged at lower rates than those hiring the Hall for one-off events.

**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.

Trustees manage the Hall voluntarily on a day-to-day basis: controlling bookings, bookkeeping and managing the Hall's web-presence.

Routine maintenance and remedial work is carried out by fully insured, local, professional tradesmen. Maintenance work includes regular cleaning, gardening, decorating, PAT testing, gutter clearing, roof repairs.

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

The Hall has been well-occupied throughout the financial year and income was sufficient to cover regular costs.

The Hall hosted a very successful Barn Dance to raise funds for the Parish Church.

Regular expenditure on the Hall ensures that it is a clean and attractive environment which, in turn, ensures that it continues to be hired on a regular basis.

New curtains for the stage and windows have been purchased and will be fitted during the next financial year (2017/2018).

Fire prevention measures have been checked and external emergency lighting installed to current regulations. A full Fire Safety Audit and a thorough Electrical Test have been carried out.

## Section E

## Financial review

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

The reserves policy for the Hall is to ensure continuity in case of a major loss of income. It is anticipated that six month's cover would be needed while a new source of income was sought. A minimum of £5,000 is kept in an interest-earning account for this purpose.

### Details of any funds materially in deficit

There are 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.

The Hall is hired out for a small fee to ensure its running costs and upkeep can be paid in full and that it is kept in good condition.

Grants are procured, when necessary, to support major refurbishment or improvement works.

In the 2016/2017 accounts:

99.5% of the Hall's income was from hire fees and bank interest

0.5% of the Hall's income was from donations

64% of its expenditure was on running costs and maintenance

36% was capital expenditure

## 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

Signature(s)		
Full name(s)	George Nigel Cutts	Fiona Anne Carruthers
Position (eg Secretary, Chair, etc)	Chair	Honorary Secretary
Date		