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|  | **Trustees' Annual Report for the period** |  |
| **From** | Period start date | To | Period end date |
| Day01 | MonthOctober | Year2022 | Day30 | MonthSeptember | Year2023 |
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| Section A Reference and administration details |
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| **Charity name**  | **Burnside Memorial Hall** |
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| **Other names charity is known by** |  |
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| **Registered charity number (if any)**  | 504064 |  |
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| **Charity's principal address**  | Church Hill |
| Plumtree |
| Nottingham. |
| Postcode | NG12 5ND |
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|  | **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 | Christine Goldstraw OBE | Chair of Trustees |  |  |
| 2 | Vivienne Ives |  |  |  |
| 3 | Karen Richards |  |  |  |
| 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 | George Nigel Cutts |  | Acted until his death 11th May 2023 |  |
| 11 | Adrian George Whiteside |  |  |  |
| 12 | Richard Fielding | Honorary Secretary |  |  |
| 13 | Charlotte Walker |  | By email agreement verbally appointed July 13th 2023. Will be minuted at AGM |  |
| 14 |  |  |  |  |
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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** |
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| **Names and addresses of advisers (Optional information)** |
| Type of adviser | **Name** | **Address** |
| Independent Assessor | Susan Manley | The Barn, Church Hill, Plumtree, Nottingham NG12 5ND |
| Honorary Treasurer [Acting) | Elizabeth Roberts | Scotland Hill Farmhouse, Costock Road, Wysall. Nottingham NG12 5QT |
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| **Name of chief executive or names of senior staff members (Optional information)** |
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| **Section B Structure, governance and management** |
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| **Description of the charity’s trusts** |
| Type of governing document (eg. trust deed, constitution)  | Deed of Trust dated 11th 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)**  |
| 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.
 | A properly constituted Management Committee monitors the affairs of the Burnside Memorial Hall and makes suggestions for improvements to the Trustees. This committee comprises:* **Trustee members**: three members from the current Trustees, plus the Hon. Secretary and Hon. Treasurer;
* **Community members**: the chairs of Plumtree Parish Council, Normanton-on-the-Wolds Parish Council and Clipston-on-the-Wolds Parish Meeting, or their representative;
* **User members**: up to six representatives of groups that use the Hall on a regular basis.

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.The Hall has a premises licence and a small lotteries licence but does not have a licence to sell alcohol. An alcohol licence must be obtained by the hirer if alcohol is to be sold at an event. |

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| **Section C Objectives and activities** |
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| **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 community 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 Childcare, Plumtree WI, Plumtree Parish Council, Normanton-on-the-Wolds Parish Council, Clipston-on-the-Wolds Parish Meeting, Plumtree Church, Keyworth Art Group. South Notts Flower Club, Rollini School of Dance and Nottingham Astronomical Society. Zumba, Pilates and Yoga all take place weeklyWe 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 and charitable users are charged at lower rates than those hiring the Hall for one-off or commercial 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 are carried out by fully insured, local, professional tradesmen. Maintenance work includes regular cleaning, gardening, decorating, PAT testing, Gas Boiler Servicing, gutter clearing, roof repairs. |

| **Section D Achievements and performance** |
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| **Summary of the main achievements of the charity during the year**  | Regular and casual bookings in the hall have now recovered to pre Covid levels. |

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| **Section E Financial review**  |
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| **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 usually 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.In the 2022/2023 accounts:100% of the Hall's income was from hire fees and bank interest100% of its expenditure was on running costs and maintenanceThere were no loans or grants during the financial year. |

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| Section F Other optional information |
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| **Section G Declaration** |
| **The trustees declare that they have approved the trustees’ report above.** **Signedon behalf of the charity’s trustees** |
| **Signature(s)** |  |  |
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| **Full name(s)** | Christine Goldstraw | Richard Fielding |
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| **Position (eg Secretary, Chair, etc)** | Chair | Honorary Secretary |
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| **Date**  |  |  |