



Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	JULY	2015	To	30	JUNE	2016

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	John Freeman	Trustee	1/7/2015 to 12/9/2015	
2	Robert William Vincent Holland	Chairman and trustee	1/7/2015 to date	
3	Martin Owen	Trustee	1/7/2015 to 26/11/2015	
4	Carol Elizabeth Scoines	Secretary and trustee	28/11/2015 to date	
5	Stephen Turner	Treasurer and trustee	28/11/2015 to date	

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

Name	Dates acted if not for whole year
The site and the hall are vested in the Official Trustee of Charity Lands pursuant to an Order dated 19 July 1946	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not applicable		

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)	Declaration of trust dated 29 March 1926 as amended by resolution dated 28 November 2015
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by management committee from among their number

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.

Policies etc. No specific arrangements for induction and training of trustees but trustees are generally required to demonstrate relevant skills and experience.

Organisational structure. On 28 November 2015 the members in general meeting resolved that the administrative provisions of the declaration of trust dated 29 March 1926 should be amended. These amendments were accepted by the Charity Commission on 23 January 2016 subject to minor changes they deemed necessary to avoid conflict with the governing document.

Following the resolution of 28 November 2015, Winchelsea New Hall Society registered charity number 258230 (whose purpose was to raise funds for the upkeep of the hall) merged with Winchelsea Village Hall.

No relationship with related parties.

Section C Objectives and activities

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

To stand possessed of Winchelsea Village Hall (known as Winchelsea New Hall) so as to permit it to be used, occupied and enjoyed in perpetuity as a village hall

The trustees have given due regard to the guidance published by the Charity Commission on public benefit and all activities are considered in that light.

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)

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.

Summary of the main achievements of the charity during the year

In the seven months between the end of November 2015 and 30th June 2016 the following items have been installed in the premises:

- a hearing loop and amplified sound system
- a lockable notice board for advertisement of community events and display of hire charges etc
- a fixed electrically controlled projector screen
- a fixed hot water system for teas and other hot drinks at community events
- additional grab rails in the ladies and gents toilets for use by the disabled

The existing spotlights in the roof of the main hall have been relocated to improve lighting in the hall.

Work has begun on the design of a new front door suitable for wheelchair use.

A survey has been conducted of all local residents and interested residents have been consulted on the use of the kitchen, main hall, stage and exterior of the premises.

A new logo has been developed for the hall.

Work has begun on a website for the hall and on a more transparent fee structure for hirings.

Up to date and compliant documents have been created including a new hire agreement, and policies for health & safety, vulnerable persons, and equal opportunities.

These achievements have been greatly facilitated by the changes in the administration and management of the charity which were approved by members in November 2015 and in particular by the effective merger of the former Management Committee with the trustee body to create a single management tier. The assumption of the assets of the Winchelsea New Hall Society following the merger with that charity has also strengthened our financial position and facilitated some of the improvements set out above.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees are aware of their legal duty to apply income funds to the objectives of the charity within a reasonable time of receiving them. In view of this, reserves are to be restricted as far as possible to the level necessary to cover future eventualities, which will allow for medium term planning and avoid the risk of insolvency.

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.

70% of our funds are from lettings
17% of our funds are from grants
3% are from donations
10% are from fund raising

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)	Robert William Vincent Holland	Stephen Turner
Position (eg Secretary, Chair, etc)	Chair and trustee	
Date	2016	