

**Shipton Reading Room CIO**  
**TRUSTEES' REPORT AND AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Registered Charity No. 1187145**

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

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**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2020**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr S Cooke  
Mr P Kealy  
Ms S Livesey (Chair)  
Ms G Potts  
Mr S Smith  
Ms J Spiller

**Charity Number**

1187145

**Principal Address**

Shipton Reading Room  
Shipton Oliffe  
Cheltenham  
GL54 4JQ

**Independent Examiner**

Mr Steve Harry Roberts

# SHIPTON READING ROOM YEAR ENDED 31 DECEMBER 2021

## REPORT OF THE TRUSTEES

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The Trustees present their report and accounts for the year ended 31st December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Structure, governance and management**

Shipton Reading Room is a Charitable Incorporated Organisation (CIO) incorporated on 24th December 2019.

The charity is not politically aligned.

The Trustees who served during the year were:

Mr S Cooke  
Mr P Kealy  
Ms S Livesey (Chair)  
Mrs C Robinson  
Mr H Thurbon  
Mrs C Walsh

All of the Trustees provide their services free of charge.

The Shipton Reading Room Trustees meet every two months and decisions are made on a simple majority basis unless constitutional or legal requirements mandate a greater majority.

None of the Trustees had a material interest in any contract of significance to which the Charity was a party during the period.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

### **Objectives and activities**

The Objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Shipton (Shipton Oliffe, Shipton Solers and Hampen) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants

The Trustees have paid due regard to guidance by The Charity Commission in deciding what activities the Charity should undertake. During the year the Reading Room Trustees applied for grant funding and raised income through the rental of the hall as set out in the notes to the accounts. The Trustees also managed a major renovation of the Reading Room.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**REPORT OF THE TRUSTEES (CONTINUED)**

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*The Charity's performance during the year*

The Reading Room was out of action for the majority of the year in part due to Covid, but mainly because we commenced our major Renovation and Extension Project. This commenced on the 8th March and the contract completed on the 12th October. The trustees had some initial work to do to enable the building for public use and we reopened on the 26th October. The project had been somewhat delayed due to the construction shortages and the impact of Covid but the project was completed within budget and to a very high standard.

We now have a much improved, modern and welcoming facility which will serve the community for many decades to come and has been very much welcomed by residents.

Bookings for the renovated Reading Room were looking good with the festive season up and coming but unfortunately due to the Omicron Covid outbreak, many bookings were cancelled.

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**REPORT OF THE TRUSTEES (CONTINUED)**

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**Financial Review**

The detailed financial position of the Charity is as shown in the Financial Statements.

The majority of the Income and expenditure for the year relates to the Renovation and Extension Project. Income came in the form of grants drawn down and the Public Works Loan (PWL) monies gifted by Shipton Parish Council.

We also applied for, and received, Covid related impact grants totalling £10,096. Income from bookings was significantly lower than previous years due to the premises being out of use and the impact of Covid.

On the 31st of December 2020 the first £170,000 of a Public Works Loan was received from the Parish Council. It should be noted that this money only went into the bank accounts on 31st December 2020 and was not shown as income in the 2020 accounts. It does of course, appear as part of the income in 2021 along with the other Public Works Loan received in 2021.

Now that the finances have settled back to the normal pattern of income and expenditure related to the running of the hall, the Trustees will determine a policy of holding reserves.

The Trustees consider the finances of the Charity to be satisfactory.

On behalf of the board of Trustees



Ms S Livesey  
Chair and Trustee

Dated:

**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Shipton Reading Room**

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I report on the accounts of the Shipton Reading Room for the year ended 31st December 2021, which are set out on pages 6 and 7.

**Respective responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's trustees consider that an independent audit is required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the General Directions given by The Charity Commission under section 145(5) (b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention :

(a) which gives me reasonable cause to believe that in any material respect the requirements :

- (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
- (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

INSERT NAME

Signed:



STEPHEN HARRY ROBERTS  
(retired accountant)

Dated:

4/8/22

**SHIPTON READING ROOM**  
**YEAR ENDED 31 DECEMBER 2021**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income</b>		
Room Hire	£463.00	£355.00
Grants (restricted)	£103,518.00	£0.00
Public Works Loan	£280,000.00	
Events and Fundraising	£335.12	£123.38
Misc. income	£33.80	£0.00
Refunds	£803.36	<b>£0.00</b>
Donations	£248.94	£0.00
	<b>£385,402.22</b>	<b>£478.38</b>
<b>Expenses</b>		
Cleaning (materials) and consumables	£180.36	£104.00
Electricity	£321.29	£522.86
Water	£34.48	£60.00
Insurance	£1,268.87	£739.20
Licences and certification		£113.64
Administration		£7.40
Sundries	£196.35	£0.00
Internet	£81.97	£0.00
Refunds		£60.00
Costs of fundraising	£100.80	£0.00
Architect fees	£1,572.00	£1,034.00
Legal costs		£1,406.00
Preparatory building works	£1,010.40	£2,760.00
Construction and materials	£358,073.45	£0.00
<b>Total Operational Expenses</b>	<b>£362,839.97</b>	<b>£6,807.10</b>
<b>Net incoming resources available</b>	<b>£22,562.25</b>	<b>-£6,328.72</b>



**SHIPTON READING ROOM  
YEAR ENDED 31 DECEMBER 2021**

**BALANCE SHEET AS AT 31 December 2021**

	2021 £	2020 £
<b>Assets</b>		
<b>Village Hall</b>		
Original cost <i>(Note 1)</i>	0.00	0.00
<b>Current Assets</b>		
Cash in hand and at bank	28,546	5,984
<b>Current Liabilities</b>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL NET ASSETS</b>	<u>28,546</u> <u>28,546</u>	<u>5,984</u> <u>5,984</u>
<b>Represented by</b>		
Capital and retained surplus	28,546	5984

*Note 1   The property was gifted to the Trustees by the original owners at no charge*

The accounts were approved by the Trustees on 4th August 2022



Ms S J Livesey  
Chair and Trustee