

BARLASTON VILLAGE HALL



CHARITY NO:522602

RESERVES
BVH01-05

RESERVES POLICY

Revision History

This document was originally written by:

Name	Position	Date
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee	9 December 2025
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This document version was approved by:

The Sole Trustee at their meeting on	9 December 2025
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Document Review schedule:

Next Mandatory Review at	AGM 2026
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Version	Issue Date	Document ID	Reason for Change	Section changed
1	9 December	BVH01-05	New Policy	n/a

Barlaston Village Hall – Reserves

Purpose

This policy sets out how Barlaston Parish Council, as Sole Trustee, manages financial reserves for Barlaston Village Hall. Its aim is to ensure that the charity has sufficient funds to cover unexpected costs, maintain day-to-day operations during periods of variable income, and plan for future maintenance, repairs, or improvements.

Definition of Reserves

For the purposes of this policy, “reserves” are the unrestricted funds that are freely available to spend on the Village Hall’s activities, after accounting for any designated or restricted funds. Designated funds are those set aside for specific projects, and restricted funds are subject to conditions imposed by donors or grant-makers.

Target Level of Reserves

The Sole Trustee considers it prudent to maintain reserves equivalent to approximately three months of routine operational costs, including utilities, maintenance, insurance, salaries, and essential supplies. This provides a financial buffer to manage unforeseen expenditure or shortfalls in income.

Use of Reserves

Reserves may be used to meet short-term cash flow needs, cover emergency repairs or essential maintenance, or fund essential expenditure not included in the approved annual budget. Reserves will not normally be used for discretionary projects unless specifically approved by the Sole Trustee.

Monitoring and Review

The Sole Trustee reviews the reserves position at least annually as part of the budget-setting process and may adjust the reserves target if operational costs, risks, or circumstances change.

Reporting

The reserves policy and the Village Hall’s reserves position are reported in the annual accounts and made available for inspection in line with Charity Commission requirements.

Adoption and Review

This policy is adopted by Barlaston Parish Council as Sole Trustee. It will be reviewed annually, or sooner if circumstances require.

Signed on behalf of Sole Trustee:

Chair, Barlaston Parish Council

Review Date: [at AGM]