

NEEDINGWORTH VILLAGE HALL TRUST ANNUAL REPORT

**Needingworth Village Hall Registered Charity No. 1047395
May 2024 to May 2025**

Names of Trustees

Debbie Williams	Chair
Adrian Dobbyne	Vice Chair
Mark Hebert	Secretary
Ian Madden	Treasurer
Meena Biczysko	
Margaret Fountain	
Roy Fountain	
Jane Banks	Bookings Secretary
Helen Perryman	Caretaker

Governance

Needingworth Village Hall was established as a charity by a Trust Deed. The building is owned by the Needingworth Parish Council and is currently leased to the Needingworth Village Hall Trust on a 25-year lease from 2015. The lease is a full repairing lease which means that, with a nominal rent payable, the Village Hall Management Committee is responsible for keeping the building in good state of repair.

Appointment of Trustees

11 Trustees can be elected at the Annual General Meeting held in May each year. The Trustees form the Management Committee of the Village Hall.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted. Copies of these policies are available on our website.

- Complaints Policy
- Conflicts of Interests Policy
- Environmental and Energy Efficiency Policy
- Equal Opportunities Policy
- Financial Policy and Procedures
- Health & Safety Policy
- Hiring Policy
- Lone Working Policy
- Noise Policy
- Reserves Policy
- Risk Assessment and Fire Safety Policy
- Safeguarding Policy
- Volunteering Policy

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence including an alcohol licence and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music provided the music by performers / users have their independent license to play music.

Insurance

The Village Hall is insured with respect to property damage and rebuilding costs (buildings insurance) for up to £2.5 million. It is insured with the same company with respect to Contents (up to £10,000), Public Liability (£5,000,000), Employers' Liability (£10,000,000) and Legal Assistance.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

- A building condition survey was last undertaken in 2015.
- Annual portable electrical appliances testing is next booked for May 2025.
- Our mains electrical installation is checked by a qualified engineer every 5 years, it was last checked in 2022/23.
- Firefighting appliances are inspected annually under contract with the supplier.
- Landlord's Inspection from Parish Council
- Volunteers from the Committee carry out other regular maintenance checks (e.g. first aid kit).

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the Parish of Holywell-cum-Needingworth without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions
- Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and improving the social conditions of the life of the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance and align with our governing document on providing for the hall for public benefit. These objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

- The Hall is in use most days of the week for a variety of activities including Cubs, Scouts, Brownies, Chatters, Gardening Club, Keep Fit, Yoga, Indoor Bowls, Theatre groups, etc.
- The Hall is available for hire for private functions including children's parties, social functions and occasional fund-raising events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hiring charges paid by users of the hall are set to achieve this.

In 2024, hiring of the hall brought in receipts of circa £24,000, of which £20,000 was from regular bookings. Income totalled circa£34,000. NFEST was not held in 2024 but will be back in 2025.

Volunteers

Volunteers were engaged for some maintenance tasks, running the bar and managing events.

2024/25 Achievements

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy. This last year we have had a good set of regular bookings, in addition to special events like our Quiz Night and functions hosted by clubs and societies in the village (e.g. Bowls Club Race Night, Tennis Club Quiz). Achievements to note are:

- Elected a new Treasurer and a new Bookings Secretary and a new Trustee. This was significant after a period of resignations and unrest in 2023.
- Adopted Ticketsource and contactless payments.
- Achieved Microsoft charity status and are now using Microsoft 365 to work more collaboratively.
- Relunched NFEST, by building up a new committee of talented and enthusiastic volunteers.
- Refurbished the Gents Toilets, replaced the Main Hall Fire Doors, repaired leaks in the flat roof, redecorated the lobby and laid new corridor flooring and carried out general maintenance.
- Listened to our hirers, who do not wish the main hall to be reduced in size and offered an architect designed alternative, which provides a facility and revenue stream for the Tennis Club.

Reserves Policy

The charity had £93,760 in the bank at the year end.

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|-------------------|---------|
| • Current Account | £15,922 |
| • Deposit Account | £77,838 |

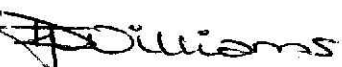
Cash was kept available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. It was the Trustees' intention to work towards maintaining unrestricted reserves that were equivalent to 3 months operating costs and held a Reserves Account of £9,000.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds are restricted. At the end of the year, there were restricted reserve funds of £75,000 in hand, which were to be used for:

- | | |
|------------------|---------|
| • Roof Repairs | £15,000 |
| • Hall Extension | £30,000 |
| • Solar Panels | £30,000 |

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature (s) 

Full name (s) D. J. WILLIAMS

Position Chair

Date 16th Sept 2025

Independent examination of the accounts

Whilst our income is below the income threshold above which an independent examination of the accounts is required by the Charity Commission, the Trustees believe it is good practice to have such an examination each year.

We will now present the independent examiner's report to the trustees and members of Needingworth Village Hall for the year ended 31 December 2024 by John C Lyon.

NEEDINGWORTH VILLAGE HALL TRUST

ACCOUNTS FOR THE YEAR:

1st January 2024 to 31st December 2024

Income and Expenditure Account

	2024	2023
<u>Income</u>		
Letting fees	24,034.75	24,211.75
Fund Raising: Quiz & Band Nites	449.30	1,907.00
Fund Raising: Festival	0.00	9,297.94
Festival Bar takings	0.00	16,174.43
Bar Takings	5,500.60	6,291.00
Bank Interest received	1,941.96	507.53
Parish Council – Electricity usage	1,784.30	2,993.39
Bowls Club - water rates	256.87	159.60
Miscellaneous	126.31	204.00
	34,094.09	61,746.64
<u>Expenditure</u>		
Lettings Deposits refunded	112.00	375.00
Remuneration - Staff	9,122.92	8,865.25
Electricity	9,358.41	12,247.98
HDC Rates	266.00	274.44
Telephone and WiFi	394.05	388.08
Cleaning materials	561.45	489.34
Bar purchases	2,364.63	9,700.26
Fund Raising - festival	0.00	9,664.84
Fund raising - other events	450.00	620.00
Refund cheque received in error	29.00	0.00
Miscellaneous	411.58	425.40
Lease - Parish Council	1.00	1.00
Refuse collection	240.18	227.52
Water rates	491.28	736.31
Annual Insurance	911.00	1,039.91
Admin & Stationery	128.86	271.25
Licences and Subscriptions	245.00	240.00
PRS Music fee	424.26	349.55
Web hosting & Microsoft	1,131.33	76.79
Consultants fee / Trustee training	2,307.50	341.00
Maintenance/Repairs	310.46	291.56
Fire Extinguisher service	311.43	202.64
Plumbing services	324.56	80.00
Gutter and roof repairs	381.39	0.00
Gents toilet refurbishment	5,083.63	0.00
Hall floor strip and polish	490.00	0.00
Windows / Curtains cleaned	125.00	420.00
Painting & materials	413.48	621.44
Electrical maintenance	186.91	270.00
Fire Alarm maintenance / contract	295.18	264.00
Fire doors replacement	4,742.64	0.00
	41,615.13	48,483.56
Surplus/Loss for year	-7,521.04	13,263.08

NEEDINGWORTH VILLAGE HALL TRUST

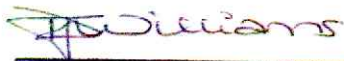
ACCOUNTS FOR THE YEAR:

1st January 2024 to 31st December 2024

BALANCE SHEET

	As at 31.12.2024	As at 31.12.2023
<u>Assets</u>		
Cash at Bank		
Current accounts	15,922.14	25,012.71
Deposit Accounts	77,838.10	75,896.14
	93,760.24	100,908.85
Cash in hand (Bar Float)	400.00	400.00
Debtors - Parish Council	885.48	631.06
Debtors - Letting fees to come	919.50	1,839.75
Bar Stock	2,411.35	2,297.18
	98,376.57	106,076.84
<u>Liabilities</u>		
Electricity: Scottish Power	-1,332.44	-1,374.64
Daisy Telephone and Wifi	-45.96	-32.99
Greene King	0.00	0.00
Lettings Prepayments pd in advance	-175.00	-325.00
Letting Fees pd in advance	0.00	0.00
TOTAL ASSETS	96,823.17	104,344.21
<u>RETAINED FUND</u>		
Balance brought forward	104,344.21	91,081.13
Surplus (Loss) for the year	-7,521.04	13,263.08
BALANCE CARRIED FORWARD	96,823.17	104,344.21

Accounts approved by the Needingworth Hall Trustees on:



Chairman



Treasurer

Needingworth Village Hall Trust

Independent Examiner's Report on the Accounts

I report on the accounts of Needingworth Village Hall Trust for the year ended 31 December 2024 set out on pages 1 and 2.

Respective responsibilities of the Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than disclosed overleaf *):

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in brackets if they do not apply.

Signed John C. Lyon

Date 15/5/25

Name John C Lyon

Professional qualification.....

Address..... John C. Lyon

Accountancy Services

Norfolk House, 4 Station Road, St. Ives

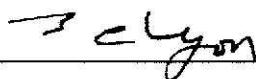
Huntingdon, Cambs PE27 5AF

Office: 01480 309029

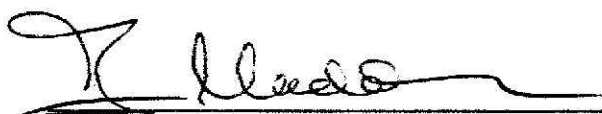
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ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2024


I have examined the annexed income and expenditure account for the year ended 31 December 2024 and the balance sheet at that date, together with the books, accounts and vouchers of the Needingworth Village Hall Fund and certify them to be correct in accordance therewith and with the information and explanations supplied to me.



J C Lyon
Norfolk House, 4 Station Road, St Ives, Cambs. PE27 5AF



I Madden
Treasurer



D Williams
Chair