

REGISTERED CHARITY NUMBER: 1050287

**REPORT OF MANAGEMENT COMMITTEE
AND
INDEPENDENTLY EXAMINED
FINANCIAL STATEMENT FOR THE YEAR ENDED
31 DECEMBER 2024
for
Ruspidge Memorial Hall**



**RUSPIDGE MEMORIAL HALL
THE HALL FOR ALL**

**RUSPIDGE MEMORIAL HALL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

CONTENTS	Page
Legal & Administrative information	2
Management Committee Annual Report	3 to 9
Reconciled Accounts	10 to 11
Independent Examiner’s Report	12

RUSPIDGE MEMORIAL HALL

Reference & Administrative information

Charity Number: 1050287

Trustees/Management Committee

Lesley Dunkley – Chairperson

Jennifer Radford – Treasurer

Jennifer East

William Acland

Management Committee

Linda Greene

Wendy Beal

Angela Dale

Sally Graham

Nicola Packer - Secretary

Main Office for all correspondence

Ruspidge Memorial Hall, Ruspidge Road, Cinderford, GL14 3AE

<https://ruspidgememorialhall.weebly.com/>

Independent Examiner for accounts

Mr M Wild, Mannings Well, The Ruffitt, Littledean, GL14 3LA – on a voluntary basis

Bankers

Lloyds Bank PLC, PO Box 1000, BX1 1LT

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

The Management Committee have pleasure in presenting their report for the year ending 31 December 2024. The financial statements comply with the Charities Act 2011, the Constitution, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Constitution and objects

RUSPIDGE MEMORIAL HALL (hereinafter referred to as “the Hall”) is a registered charity in England. The management of The Hall is the responsibility of the Management Committee and Management Committee who are elected under the terms of the Constitution.

Structure, governance and management

The charity is administered and managed in accordance with the provisions of the conveyance and trust deed, dated 5th December 1921, as varied by the scheme approved by the Charity Commissioners on 7th April 1995.

The Management Committee comprises of Trustees and individuals. There are 9 elected members, including 6 representative members.

The charity holds its Annual General Meeting in March and the Management Committee members are elected or re-elected at that meeting. Committee members can be appointed at any time during the year and serve until the next AGM.

User groups can appoint representative members, or elected members can represent groups by agreement.

The Management Committee held a meeting every month, apart from in August and December. At each meeting, a financial report is presented.

The Treasurer prepares year-end accounts, and these undergo an independent examination i.e. an external review is carried out by an independent person with the requisite ability and practical experience to carry out a examination. The financial year runs from 1st January until 31st December.

Our thanks to committee members who have carried out defined roles and to all the committee who have assisted in fundraising and in other ways during the year.

Our archives have been registered and lodged with Gloucestershire Archives who have confirmed receiving records covering dates 1921 – 1945. Anyone wishing to view the documents may use the Reference D12958 accession 16691.

Mission Statement

Ruspidge Memorial Hall continues to act as an important and increasingly used resource by the community. The scope and range of activities have broadened due to demands and needs driven by the communities which we serve. The principal object of The Ruspidge Memorial Hall is to facilitate and provide a broad range of social, educational and recreational opportunities to every section of community in the Forest of Dean. We facilitate the community by providing hall or meeting space within the village of Ruspidge.

The provision and maintenance of a village hall for the use of the inhabitants of Ruspidge and surrounding areas (hereinafter called "the area of benefit") without distinction of political, religious, or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

Mission Statement Continued

Our activities are reflective of the needs of the communities and engagement within them is guided by a set of principles which include:

- Engagement
- Enablement
- Empowerment
- Participation
- Inclusion
- Community Cohesion
- Reduction in social isolation
- Greater personal & community resilience
- Increased civic & community engagement

As the Hall has developed over the years so too has our scope of operations to reflect the growing need for a dedicated resource in the communities.

The Management Committee are committed custodians of the Hall with the aim to future-proof it for the community.

Principal activities to achieve objectives

The Ruspidge Memorial Hall aims to meet rising community demand and programmes through the hire of its functional community spaces that provide a range of social, community and recreational services to improve the lives of our beneficiaries.

As our range and base of activities have increased this has allowed us to develop more inclusive approaches and this has been reflected in the growing diversity of our participants.

The charity undertakes the following regular activities which further its charitable purposes for public benefit:

- Operates a booking system for the hall.
- Manages rental income from use of the hall.
- Deals with utility companies
- Complies with relevant safety legislation.
- Ensures that assets are properly insured.
- Ensures that Financial Governance measures are in place.
- Maintains the fabric of the building and organises cleaning of the property.
- Raises additional funds.

The objectives of the charity are "the provision and maintenance of a village hall for the use of the inhabitants of Ruspidge without distinction of political, religious, or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants".

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

Principal activities to achieve objectives continued

Building Renovation/Grants

Roof

It became increasingly evident that the roof was in desperate need of repair, but the estimated cost was an eyewatering amount and so a huge amount of fundraising took place to replace it. Improved insulation was required before the roof refurbishment could go ahead, due to it being a requirement to obtain Building Regulations approval.

Grant applications were submitted, and we are sincerely grateful to all who donated and to those who awarded grants, in particular, BIFFA Award, The Foyle Foundation, The National Lottery Awards 4 All and Heritage Funds, the Bernard Sunley Foundation, and the Garfield Weston Foundation for the awarding of grants.

Fundraising activities took place including setting up a JustGiving page which raised £3,287.81. Other donations included David & Gilliam Seabrooke-Spencer and Davidson Instruments. Our thanks to all who donated and supported.

As part of the Biffa Award grant, an advance “deposit” was made to Biffa, which was funded by Ruspidge & Soudley Parish Council, MSB Steel Ltd, Gavin Evans Plumbing, and a resident as 3rd party contributors towards the Biffa Award grant and donations. Also, as part of the grant, the Hall registered with Entrust and reports and returns have been submitted through them.

The roof project was completed, and the project completion was submitted on 20 December to Entrust. A 2.5% retention fee is held to the contractor and will be paid in 2025 once the Building Inspector has approved all works.

Our thanks also to the Forest of Dean District Council’s Community Infrastructure Capital Grant for their contribution to the insulation and LED lighting

We were able to upgrade the rainwater goods from plastic to powder coated aluminium from Garfield Weston Foundation’s grant.

A bike shelter has been installed following planning permission, our thanks to the Gloucestershire County Council’s Greener Gloucestershire Community Grant

Improvements undertaken included rebuilding of a retaining wall, installation of a handrail to the ramp, additional external lighting and repainting of the front gates.

Further improvements will only be considered if there are adequate reserves to fund them without causing any financial uncertainty. For 2025 we endeavour to install a hearing loop system, upgrade our Fire system and Wi-Fi.

Community Garden

A grant of £1,500 is being held for the Community Garden project. The spend for this project will be made in 2025. The garden is maintained by volunteers in particular those from the Ruspidge Gardening Club with additional help from the Brownies and other groups.

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

Building Renovation and Grants Continued

Wildlife Enhancement Project

A Biodiversity Enhancement Assessment was written specifically for Ruspidge Memorial Hall by Finley Reynolds - an ecologist and local resident - who generously gave his time and expertise for free. This report formed part of the application to the National Lottery Heritage Fund and was cited by them as the main reason that the grant was awarded. To see the report: https://ruspidgememorialhall.weebly.com/uploads/1/3/1/5/13150192/ruspidge_memorial_hall_biodiversity_enhancement_report_v2.pdf

Work for this project will continue in 2025 as a grant from The National Lottery Heritage Fund has been awarded and funds are due in January 2025. This is earmarked mainly for the Wildlife Enhancements project and to date, bat & bird boxes and the insect hotel bench has been installed.

Patrico of Tewkesbury donated an IBC unit to act as a large water tank for the Community Garden. This will be connected into a rainwater.

Ruspidge Community Hub

A grant of £500 was received from the Forest of Dean District Council to the Community Hub to continue to hold weekly community social hub.

A weekly meeting place for tea, cake and a chat. With attendances in excess of 25 attendees most weeks, the Hub has become very popular and offers a safe space for users to come and socialise and offer companionship. It includes a “Men’s” time once a month. There are plans to increase the sessions to twice a week in 2025. Each session volunteers help in the kitchen and/or bake. Donations are welcome to help with the costs of hall hire, refreshments and ingredients.

Expenditure on all projects are regularly monitored against the grant funding received.

Fundraising

The 200 Club transitioned into the 220 Club during 2024. The extra numbers were taken up gradually and the subscription amount charged to new members reflected how many draws had already taken place. The annual Lottery Permit was renewed, and returns were made to Forest of Dean District Council every 4 months.

The Forest Lottery raised £311 from 1st January 2024 to 31st December 2024. The number of tickets bought (for £1 each) varies each month between 32 and 95 tickets.

The Hall regularly host entertainment events that support the running of the Hall. Several fundraising events were held during the year including Live Music nights with singing duo Them2, a Curry Night, Table Top Sale and Martin Whitehouse held 2 quizzes for his charity – at the first, the Hall ran a raffle for hall funds and at the second, the hall provided soup and a raffle. Also, the Ruspidge Gardening Club held a Plant and Produce Sale.

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

Grants Awarded

	<u>Funder</u>	<u>Project</u>	<u>Grant Awarded</u> £	<u>Amount Received</u> £	<u>Balance of Grant Award</u> £
<u>Government Grants</u>	Biffa Award - Landfill Communities Fund	Roof	41,400	41,400	0
	FoDDC Community Infrastructure Capital Grant (as part of the Government's Rural England Prosperity Fund)	Insulation/LED Lights	7,069	7,069	0
	GlosCC Greener Gloucestershire	Bike Shelter	4,960	4,960	0
	FoDDC Community Grant	Garden	1,500	1,500	0
	FoDDC (Hub grant)	Hub	500	500	0
	Ruspidge & Soudley Parish Council	Roof Grant Application paid directly to Biffa	3,500	3,500	0
<u>Other Grants</u>	Bernard Sunley Foundation	Roof	5,000	5,000	0
	The National Lottery Community Fund	Roof	19,837	19,837	0
	The National Lottery Heritage Fund	Roof, other improvements, wildlife features & Heritage Stories Project	23,042	11,521	11,521
	Garfield Weston Foundation	Roof	10,000	10,000	0

Key - GlosCC = Gloucestershire County Council

FoDDC = Forest of Dean District Council

The expenditure for these grants are monitored and where appropriate, reclaimed from the funder. This is particularly true of the Biffa Award and National Lottery Community Fund and National Lottery Heritage Fund. With the exception of funds that were either received towards the end of the financial year all grants have been spent.

RUSPIDGE MEMORIAL HALL

Report of the Management Committee for the year ended 31 December 2024

Regular Users

Regular users of the hall include

- Shaolin Kung Fu & Yan Shou Gong
- Yoga with Angela Dale
- Junior Guitar Club (term time only) and Adult Guitar Club (started in September 2024, term time only)
- Ruspidge Brownies & Guides (term time only)
- Art Group
- Fitness for Health (run by FoDDC)
- Wild Oats Morris dance practice
- Pilates with Simone
- Fun Fitness with Hayley Jo
- Cinderford Brownies (term time only)
- Busy Rascals (term time only)
- Line Dancing
- K9 Puppy training & Adolescent dog training – 4 week courses

Monthly user groups in order of hire receipts with highest first:

- Ruspidge Mend & Repair Café (run by volunteers).
- Ruspidge Gardening Club
- Ladies Club
- Ruspidge Board Games Club
- Ruspidge & Soudley Parish Council (alternate months)
- Craft Club
- Book Club

Publicity & Community Engagement

Radio interviews were given to Dean Radio and BBC Radio Gloucestershire. Press releases were issued with regards to the roof renovation which resulted in good local press coverage. Fundraising leaflets were delivered to households in Ruspidge to launch the Roof Appeal. Our social media pages are regularly updated. Facebook currently has 806 followers. Our newsletter is produced around every 2 months and is circulated via email as well as printed with 148 current subscribers via email. Finally, the Hall's website is kept up to date with events and activities. The website includes a survey page which encourages feedback.

Public benefit statement

The charity Management Committee have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Financial information

Our Reserve Policy is to try and maintain a level of reserves that cover at least six months running costs of the organisation.

Accounting and reporting responsibilities

The Management Committee prepare Financial Statements for each financial year that give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those Financial Statements the Management Committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the Financial Statements on the 'going concern' basis unless it is inappropriate to presume that the charity will continue in operation

The Management Committee are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In 2025/6 the Management Committee aims to create and review its policies and procedures.

In so far as the Management Committee are aware:

- There is no relevant information of which the Charity's independent examiner is unaware; and
- The Management Committee have taken all the steps that they ought to have taken to make them aware of any relevant audit information and to establish that the Charity's independent examiner is aware of that information.

The Management Committee are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Management Committee also ensure compliance with the duty in section 4 of the Charity Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Other information

This report has been produced as the summary for the financial year 2024.

Our website presence <https://ruspidgememorialhall.weebly.com/> and Facebook pages (again developed by volunteers) is the best source of up-to-date news and notifications are sent out regularly via Social Media.

Thanks to all our members, volunteers, and supporter

Approved by the Management Committee on 25 September 2025 and signed on their behalf by:



Chairperson

RUSPIDGE MEMORIAL HALL
RECONCILED ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2024

	£
Current Account	32,831.72
Cash book	640.42
Building Society Savings account	167.35
Building Society interest	496.02

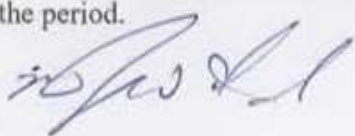
	Bank	Cash	Total
	£	£	£
INCOME			
2nd Cinderford Brownies	315		315
Art Group	550	24	574
Board Games	160	15	175
Book Club		82	82
Brownies	465		465
Busy Rascals	246		246
Craft Group		108	108
FineK9 dog training	218	24	242
FODDC Exercise	505		505
Fun Fitness	340		340
Gardening Club	300		300
GCC Adult Education	531		531
Guides	279		279
Guitar		810	810
Ladies Club	70	140	210
Line Dancing		254	254
Megs Dance Group	440		440
Mend & Repair Café	360	15	375
Morris Dancing	406		406
Parish Council	135		135
Pilates	390		390
Shaolin	1,270		1,270
Yoga	848		848
Private parties	517	18	535
200 Club	1,403	1,170	2,573
Grants	6,460		6,460
Roof fund	99,427		99,427
Elections	1,000		1,000
Hall functions	161	2,493	2,654
Forest lottery	311		311
Just Giving	3,288		3,288
Donations to hall	1,410	174	1,584
Sale of hall items	30	223	253
Community hub	500	2,416	2,916
Bank refund	4		4
Total Income	122,339	7,965	130,304
Movement of Funds			
Transfer from savings account	19,000		19,000
Transfer from Cash Account	7,000		7,000
Total	148,339	7,965	156,304

**RUSPIDGE MEMORIAL HALL
RECONCILED ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2024**

EXPENDITURE	Bank	Cash	Total
Plus Net Broadband	43		43
BT Group	230		230
Clear Business	3,029		3,029
FODDC Rates	132		132
Hall cleaner	2,451		2,451
Small lottery fee	20		20
Insurance	1,231		1,231
Printing	287		287
City Fire Protection	73		73
PAT Testing	85		85
Hall supplies	395	59	455
Hall maintenance	7	27	34
Items for hall use	176	80	256
200 Club prizes		1,390	1,390
Plumbing/boiler costs	270		270
Deposit returns	90	20	110
Window cleaning	240		240
Forest Bee subs	20		20
donations	500	20	520
Roof Costs	107,463		107,463
Surveys/Licences	1,963		1,963
Bike Shelter	7,822		7,822
Events at Hall	149	175	324
Total Expenditure	126,676	1,770	128,447
Movement of Funds			
Transfer to Bank Account		8,000	
Total	126,676	9,770	136,447
NET INCOME/EXPENDITURE	21,663	-1,805	19,857
Current account balance b/fwd	11,168.96		
Bank income	148,339.05		
Bank expenditure	126,676.29		
Balance c/fwd	32,831.72		
Cash book balance b/fwd	2,445.70		
Cash book income	7,965.00		
Cash book expenditure	1,770.28		
Balance c/fwd	8,640.42		

I, Michael Wild have reconciled the bank and cash accounts and have found them to be a true record for the period.

Signed:



9th February 2025

RUSPIDGE MEMORIAL HALL

Independent examiner's report to the trustees of Ruspidge Memorial Hall Trust.

I report on the accounts of the Trust for the year ended 31st December 2024, which are set out on pages 10 and 11.

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 audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 next statement.


Independent examiner's statement

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

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding to be reached.



Name: Micheal John Wild BSc. DIS

Address: Mannings Well, The Ruffitt, Littledean, GL143LA

Date: 24th September 2025