

# CHARITY OF MARTHA SOPHIA WEBB

England & Wales · Charity number 1077994

## Details

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**Other names** GREAT GRANSDEN READING ROOM

**Status** Registered

**Legal form** Other

**Registered** 1999-10-29

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 30 Fox Street  
Great Gransden  
Sandy  
SG19 3AA

**Phone** 01767679911

**Email** [anneconstantine1@aol.com](mailto:anneconstantine1@aol.com)

## Activities

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**Objects:** A PUBLIC OR PARISH HALL FOR THE PURPOSES OF PHYSICAL AND MENTAL TRAINING AND RECREATION AND SOCIAL, MORAL AND INTELLECTUAL DEVELOPMENT THROUGH THE MEDIUM OF READING AND RECREATION ROOMS, LIBRARY, LECTURES, CLASSES, RECREATIONS AND ENTERTAINMENTS OR OTHERWISE AS MAY BE FOUND EXPEDIENT FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF GREAT GRANSDEN AND ITS IMMEDIATE VICINITY WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.

**Activities:** Provision of a village hall

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- **Area of benefit:** PARISH OF GREAT GRANSDEN AND ITS IMMEDIATE VICINITY.
- Cambridgeshire

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £66,315 | £74,945     | -      | -         |
| 2023-12-31 | £26,001 | £20,980     | -      | -         |
| 2022-12-31 | £26,878 | £25,410     | -      | -         |
| 2021-12-31 | £25,561 | £9,827      | -      | -         |
| 2020-12-31 | £17,228 | £5,963      | -      | -         |

## Trustees

| Name                             | Role  | Appointed  |
|----------------------------------|-------|------------|
| <b>Margaret Anne Constantine</b> | Chair | 2019-03-26 |
| Alison Malvina Heywood           |       | 2025-01-20 |
| Ann Constance Girling            |       | 2020-03-10 |
| Catherine Davis                  |       | 2022-02-22 |
| Emily Claire Glover              |       | 2020-03-10 |
| Fiona Mary Coulson               |       | 2023-02-20 |
| Kelly Louise Walsh               |       | 2024-02-19 |
| Martin Davies                    |       | 2020-03-10 |
| Nadia Stefania Ricketts          |       | 2025-01-20 |
| Paul Timothy Clive Greenland     |       | 2024-02-19 |
| Victoria Frances Murphy          |       | 2020-03-10 |

**CHARITY OF MARTHA SOPHIA WEBB**

England & Wales - Charity number 1077994

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# Accounts

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## GREAT GRANSDEN READING ROOM

Martha Sophia Webb Charity, Number 1077994

Annual Report for the Year January to December 2024

Presented to the AGM 24 February 2025

This is the annual report of the trustees of the above-named charity for the calendar year 2024 which is also its financial year for the purpose of preparing final accounts. The Reading Room is located on Fox Street in Great Gransden, SG19 3AA.

### 1. Governance

1.1 The following individuals served as management trustees during this period:

|                    |   |
|--------------------|---|
| Anne Constantine   | Elected   |
| Claire Turner      | Elected   |
| Stephanie Beaumont | Elected until 19.02.24                                    |
| Vikki Murphy       | Elected   |
| Cathy Davis        | Elected from 19.02.24                                     |
| Ann Girling        | Nominated by the Gransdens Horticultural Society          |
| Martin Davies      | Nominated by the Gransdens Society                        |
| Ralph Goodchild    | Nominated by Carry on Learning                            |
| Emily Glover       | Nominated by the Gransdens Guides                         |
| Fiona Coulson      | Nominated by the Allotments Society                       |
| Cathy Davis        | Nominated by Great Gransden Parish Council until 19.02.24 |
| Paul Greenland     | Nominated by Great Gransden Parish Council from 19.02.24  |
| Sarah Bray         | Nominated by Barneys Club until 19.02.24                  |
| Kelly Walsh        | Nominated by Barneys Club from 19.02.24                   |
| Elaine Boyd        | Co-opted until 19.02.24                                   |
| Stephanie Beaumont | Co-opted from 19.02.24                                    |

\*Evergreens, Revellers and the Royal British Legion remain as nominating user groups but did not have a trustee during 2024.

1.2 The Custodian Trustee for the premises (Reading Room building and garden) is Great Gransden Parish Council.

1.3 The charity is governed by a Scheme that was adopted on 19 June 1953 and amended on 11 February 2020. This Scheme describes the purposes of the charity as *“physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the Parish of Great Gransden and its immediate vicinity”*.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

1.4 The Management Committee (the trustees) met on 19 February 2024, after the AGM and on 1 October. Other matters were considered via email between meetings. The Events Group/Café Management Group met regularly to manage the café and plan for events.

Key matters considered and decisions taken at the meetings related to:

- Reading Room maintenance
- Events
- Reading Room extension and improvement project
- Financial reports
- Trustee roles
- Net Zero strategy
- Broadband
- Safeguarding and Health and Safety Policies

## 2. Usage

2.1 The Reading Room was busy during 2024. Barneys After School Club and Holiday Club operated for local families for 47 weeks. The Parish Council held its monthly meetings in the Reading Room. Other regular society/club users were:

Gransden and District Horticultural Society  
 Gransden Society  
 Carry on Learning  
 Gransden Guides  
 Adult Ballet  
 Village Knitting Bee Jan-April  
 East Anglia Model Railway Club

There were three fundraising events, screenings of the football Euros, and HDC booked the room twice for elections.

2.2 Occasional bluegrass concerts have again been very popular, attracting talented musicians from the US and Europe.

2.3 A popular innovation in 2024 was the Pop-Up Pub, the Fox Street Tavern, which ran on the first Saturday night of the month from June to December, standing in for the (temporarily) closed village pub. In December the Fox Street Tavern combined with the Christmas Lights celebration and the children's Christmas event.

2.4 The café, which opened for 51 Fridays in 2024, continued to be busy and café income was able to provide various free activities for children during school holidays. The café was a collection point for food donations to the NEED project.

2.5 There were 27 private lettings for parties and meetings etc, an increase on 2023, but the Reading Room is underused at the weekend. More private hire would help to boost income.

## 3. Lettings

3.1 Lettings income was £10,920, a 14% increase on 2023. The café contributed a further £3060 for usage of the premises. The Fox Street Tavern made a profit of £859.

## 4. Financial Review

4.1 The charity's financial position for the year is set out in the accounts for year ending 31 December 2024. There was a deficit outturn of £8,630 due to the roof repair, additional expenditure on the new toilets and project costs. This deficit was financed from reserves, which stood at £82,263 held in a savings account at the end of the financial year. These reserves are intended for further

investment in the Reading Room as and when required for repair, maintenance, grant match funding or other improvement of the facility. Sums held in the current account are for general operating expenses.

## 5. Premises

- 6.1 The outside painting project, which began in 2022, was completed in August 2024.
- 6.2 An inspection of fire extinguishers and blankets was carried out in the autumn.
- 6.3 A full repair and insulation of the slate roof on the old building was completed in June 2024.
- 6.4 All toilets were refurbished in June and October. This was badly needed and has been widely appreciated. The work also resolved some leaking pipe/damp problems. The FCC Recycling Community Fund awarded the Reading Room a grant of £35,166 towards the refurbishment of the toilets and the installation of LED lighting.
- 6.5 LED strip lighting was installed in place of old strip lights throughout the building.
- 6.6 The Reading Room engaged with the Green Business Programme on devising a Net Zero strategy for the premises with a particular focus on the potential for solar power and a low carbon solution for heating.

## 7. Training

The Chair undertook Fire Prevention training and attended the ACRE conference on community buildings. The Chair and another trustee attended funding/grant seminars.

New volunteers at the Reading Room Café undertook food hygiene training.

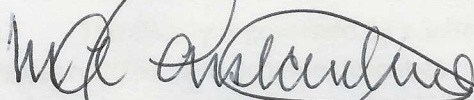
## 8. Thank you

Thank you to all Members of the Committee in 2024 for their time and contributions to maintaining the Reading Room and helping it to thrive. A particular thank you to Ralph Goodison and Stephanie Beaumont who are standing down. Thank you to the Parish Council for its support, to all volunteers for their help with activities, and all users for bringing life to the Reading Room during the year.

## DECLARATION

The trustees declare that they have approved this Annual Report .

Signed on behalf of the charity's trustees



Full name Margaret Anne Constantine

Position Chair

Date 24 February 2025

## Great Gransden Reading Room

Reg. Charity No 1077994

### Accounts - Year Ending 31 December 2024

#### Income

|                               | £'s                            |
|-------------------------------|--------------------------------|
| Room Hire Bookings            | 10,919.74                      |
| Café                          | 0.00                           |
| PC repayments                 | 1,160.60                       |
| Contributions to Rental Water | 309.12                         |
| Donation to Fox Tavern        | 1,227.00                       |
| Bowls Club Electricity        | 0.00                           |
| Equipment Hire                | 0.00                           |
| Café card income              | 9,501.01                       |
| Café cash income              | 1,801.70                       |
| Fox Tavern                    | 5,401.20                       |
| Bathroom Grant                | 35,166.00                      |
| sub-total                     | <u>65,486.37</u>               |
| Interest Deposit a/c          | 828.90                         |
| <b>Total Income</b>           | <b><u><u>66,315.27</u></u></b> |
| Excess of Exp over Income     |                                |
| <b>Total</b>                  | <b><u><u>66,315.27</u></u></b> |

#### Expenditure

|                               | £'s                            |
|-------------------------------|--------------------------------|
| Operational Expenditure       | 3,112.65                       |
| Repairs and Maintenance       | 7,690.85                       |
| Electricity                   | 2,009.40                       |
| Equipment                     | 224.00                         |
| Insurance                     | 518.64                         |
| Licences & Memberships        | 115.96                         |
| Oil                           | 1,221.61                       |
| Administrative                | 300.00                         |
| Rates                         | 410.42                         |
| Refuse Collection             | 77.88                          |
| Testing                       | 0.00                           |
| Water                         | 1,523.13                       |
| Café Running Costs            | 6,122.49                       |
| Pub Running Costs             | 4,542.12                       |
| Bathroom & Lighting Extension | 43,854.02                      |
|                               | 3,222.24                       |
| sub-total                     | <u>74,945.41</u>               |
| Bank charges                  | 0.00                           |
| <b>Total Expense</b>          | <b><u><u>74,945.41</u></u></b> |
| Excess of Inc over Exp        | (8,630.14)                     |
| <b>Total</b>                  | <b><u><u>66,315.27</u></u></b> |

#### Balance Sheet

|                                       | 2024<br>£'s                    | 2023<br>£'s                     |
|---------------------------------------|--------------------------------|---------------------------------|
| General Fund Brought Forward          | 105,768.87                     | 100,983.57                      |
| Surplus / (shortfall) in current year | (8,630.14)                     | 5,020.74                        |
| Movement between funds                | <u>(6,039.30)</u>              | <u>(235.44)</u>                 |
|                                       | 91,099.43                      | 105,768.87                      |
| Restricted Café Fund Brought Forward  | 2,080.30                       | 1,844.86                        |
| Café Profits in current year          | 5,180.22                       | 235.44                          |
| Pub Profits in current year           | <u>859.08</u>                  | <u>0.00</u>                     |
|                                       | <u>8,119.60</u>                | <u>2,080.30</u>                 |
|                                       | <b><u><u>99,219.03</u></u></b> | <b><u><u>107,849.17</u></u></b> |
| Current Account                       | 13,962.94                      | 20,889.01                       |
| Deposit Account                       | 82,262.99                      | 81,434.09                       |
| Cash in Hand                          | 50.00                          | 52.10                           |
| Café stock                            | 900.00                         | 364.97                          |
| <b>Creditors</b>                      |                                |                                 |
| Outstanding Creditors                 | (565.00)                       | 69.75                           |
| Accruals                              | (160.64)                       | -                               |
| <b>Debtors</b>                        |                                |                                 |
| Outstanding Debtors                   | 2,371.74                       | 5,039.25                        |
| Accrued income                        | 82.00                          | -                               |
| Write off old debts                   | <u>315.00</u>                  | <u>-</u>                        |
| <b>Balance at 31 December</b>         | <b><u><u>99,219.03</u></u></b> | <b><u><u>107,849.17</u></u></b> |

#### Independent Examiner's Statement

I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2024 and confirm that it is in accordance with the books and records supplied to me by the Treasurer.

Signed D. Jefferson

Date 29/09/2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Great Gransden Reading Room

**On accounts for the year ended**

31/12/2024

**Charity no  
(if any)**

1077994

**Set out on pages**

1-2.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12/ 2024**.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

**Signed:** D. Jefferson

**Date:** 30/09/2025

**Name:** Dawn Jefferson

**Relevant professional qualification(s) or body (if any):**

ICAEW

**Address:**

2 bakers court  
great Gransden

|          |
|----------|
| SG19 3PF |
|          |
|          |

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**CHARITY OF MARTHA SOPHIA WEBB**

England & Wales - Charity number 1077994

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# Accounts

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## GREAT GRANSDEN READING ROOM

Martha Sophia Webb Charity, Number 1077994

Annual Report for the Year January to December 2023

Presented to the AGM 19 February 2024

This is the annual report of the trustees of the above-named charity for the calendar year 2023 which is also its financial year for the purpose of preparing final accounts. The Reading Room is located on Fox Street in Great Gransden, SG19 3AA.

### 1. Governance

1.1 The following individuals served as management trustees during this period:

|                    |   |
|--------------------|---|
| Anne Constantine   | Elected   |
| Claire Turner      | Elected from 01.01.23                                     |
| Stephanie Beaumont | Elected from 20.02.23                                     |
| Vikki Murphy       | Elected   |
| Cathy Davis        | Elected until 20.02.23                                    |
| Ann Girling        | Nominated by the Gransdens Horticultural Society          |
| Martin Davies      | Nominated by the Gransdens Society                        |
| Ralph Goodchild    | Nominated by Carry On Learning                            |
| Emily Glover       | Nominated by the Gransdens Guides                         |
| Irene Cooper       | Nominated by the Allotments Society until 20.02.23        |
| Fiona Coulson      | Nominated by the Allotments Society from 20.02.23         |
| Peter King         | Nominated by Great Gransden Parish Council until 20.02.23 |
| Cathy Davis        | Nominated by Great Gransden Parish Council from 20.02.23  |
| Sarah Bray         | Nominated by Barneys Club                                 |
| Stephanie Beaumont | Co-opted until 20.02.23                                   |
| Elaine Boyd        | Co-opted  |

\*Evergreens, Revellers and the Royal British Legion remain as nominating user groups but did not have a trustee during 2023.

1.2 The custodian trustee for the premises (Reading Room building and garden) is Great Gransden Parish Council.

1.3 The charity is governed by a Scheme that was adopted on 19 June 1953 and amended on 11 February 2020. This Scheme describes the purposes of the charity as *“physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the Parish of Great Gransden and its immediate vicinity”*.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

1.4 The Management Committee (the trustees) met on 20 February 2023, after the AGM, on 27 July (Special Meeting) and on 3 October. Other matters were considered via email between meetings. The Events Group/Café Management Group met regularly to manage the café and plan for events.

Key matters and decisions at the meetings were:

- Reading Room maintenance
- Events including the Coronation
- Reading Room extension and improvement project and consultation
- Fire risk assessment
- Furniture and fundraising
- Fees
- Financial procedures
- Financial reports

## **2. Usage**

2.1 The Reading Room was very busy during 2023. Barneys After School Club and Holiday Club operated for local families for 48 weeks. The Parish Council held its monthly meetings in the Reading Room. Other regular society/club users were:

Gransden and District Horticultural Society

Gransden Society

Carry on Learning

Gransden Guides

Village Knitting Bee

Adult Ballet

East Anglia Model Railway Club

Ladies Group

2.2 Occasional bluegrass concerts have been popular, attracting talented musicians from the US and Europe.

2.3 There were two fundraising events for the children's chairs, a Welcome Event for new residents held jointly with the Parish Council, and a very busy Xmas Lights Celebration. The Coronation was celebrated in the Reading Room and surrounding area with an 'off-street' party alongside the Reading Room garden.

2.4 The café, which opened for 50 Fridays in 2023, continued to be very popular and café income was able to provide activities for children during school holidays. The weekly café continued to be a collection point for food donations to the NEED project.

2.5 There were 18 private lettings for parties, meetings and rehearsals.

## **3. Lettings**

3.1 Lettings income was £9599, a 17% increase on 2022 and the first full year of lettings since COVID lockdowns. The café contributed a further £2765 for usage of the premises.

## **4. Financial Review**

4.1 The charity's financial position for the year is set out in the accompanying accounts. Turnover for 2023 totalled £26001. Reserves of £81,434 were held in a deposit account at the end of the financial year. These reserves are intended for investment in the Reading Room property as and when required for repair, maintenance or improvement of the facility. Sums held in the current account are for general operating expenses. The financial balance improved by just over £5000 compared to 2022.

4.2 A fundraising drive for new chairs for the children raised over £1400 and a further donation of £750 was given towards other Reading Room improvements.

## 5. Premises

6.1 The plan to complete the outside painting was defeated by the weather and has been rescheduled for Spring 2024.

6.2 An inspection of fire extinguishers and blankets was carried out in the autumn.

6.3 The decision was taken to carry out a full repair of the slate roof on the old building after yet another displaced tile which led to a wasp infestation. This requires Listed Building consent and Building Control approval so has been deferred until 2024 when these have been obtained.

6.4 The old curtains have been replaced with blinds. Several broken panes of green glass were replaced.

6.3 The Committee held a public consultation in early spring on plans to extend and improve the Reading Room. Formal responses were 94% in favour of the proposals and provided very valuable feedback on the detail, much of which was incorporated into amended designs. A full report of the consultation was presented to the Parish Council and Reading Room trustees. With the agreement of the Custodian Trustee (the Parish Council) a pre-app submission was commissioned. It is expected that this will be submitted in early 2024.

6.5 The FCC Recycling Community Fund awarded the Reading Room a grant of £35,166 for refurbishment of the toilets and the installation of LED lighting. This work will be undertaken in 2024.

## 7. Training

New volunteers at the Reading Room Café undertook food hygiene training.


## 8. Thank you

Thank you to all Members of the Committee in 2023 for their time spent and work on this much valued village facility. A particular thank you to Elaine Boyd and Sarah Bray who are standing down at the AGM in February 2024. Thank you to the Parish Council for its support, to all volunteers for their help with activities, and all users for bringing life to the Reading Room during the year.

## DECLARATION

The trustees declare that they have approved this Annual Report .

Signed on behalf of the charity's trustees



Full name      Margaret Anne Constantine

Position        Chair

Date             19 February 2024

**Great Gransden Reading Room**  
 Reg. Charity No 1077994  
**Accounts - Year Ending 31 December 2023**

**Income**

|                                     | £'s                     |
|-------------------------------------|-------------------------|
| Room Hire Bookings                  | 9,599.13                |
| Café                                | 2,765.00                |
| Fund Raising Garden Teas and Lights | 517.82                  |
| Donations                           | 2,161.13                |
| Bowls Club Electricity              | 0.00                    |
| Contributions to PAT Testing        | 0.00                    |
| Equipment Hire                      | 0.00                    |
| Café Income                         | 10,592.94               |
| Grants                              | 0.00                    |
| Other                               | 0.00                    |
| sub-total                           | <u>25,636.02</u>        |
| Interest Deposit a/c                | 364.79                  |
| <b>Total Income</b>                 | <b><u>26,000.81</u></b> |
| Excess of Exp over Income           |                         |
| <b>Total</b>                        | <b><u>26,000.81</u></b> |

**Expenditure**

|                         | £'s                     |
|-------------------------|-------------------------|
| Caretaker Expenses      | 0.00                    |
| Repairs and Maintenance | 2,991.14                |
| Electricity             | 1,730.40                |
| Equipment               | 1,906.70                |
| Insurance               | 509.02                  |
| Licences & Memberships  | 281.99                  |
| Oil                     | 1,211.05                |
| Administrative          | 32.49                   |
| Rates                   | 160.09                  |
| Refuse Collection       | 297.52                  |
| Testing                 | 0.00                    |
| Water                   | 1,014.17                |
| Café Running Costs      | 10,357.50               |
| Project                 | 488.00                  |
| sub-total               | <u>20,980.07</u>        |
| Bank charges            | 0.00                    |
| <b>Total Expense</b>    | <b><u>20,980.07</u></b> |
| Excess of Inc over Exp  | 5,020.74                |
| <b>Total</b>            | <b><u>26,000.81</u></b> |

**Balance Sheet**

|                                       | 2023<br>£'s              | 2022<br>£'s              |
|---------------------------------------|--------------------------|--------------------------|
| General Fund Brought Forward          | 100,983.57               | 100,812.06               |
| Surplus / (shortfall) in current year | 5,020.74                 | 1,468.17                 |
| Movement between funds                | <u>(235.44)</u>          | <u>(1,296.66)</u>        |
|                                       | 105,768.87               | 100,983.57               |
| Restricted Café Fund Brought Forward  | 1,844.86                 | 548.20                   |
| Café Profits in current year          | <u>235.44</u>            | <u>1,296.66</u>          |
|                                       | 2,080.30                 | 1,844.86                 |
|                                       | <b><u>107,849.17</u></b> | <b><u>102,828.43</u></b> |
| Current Account                       | 20,889.01                | 18,826.52                |
| Deposit Account                       | 81,434.09                | 81,069.30                |
| Cash in Hand                          | 52.10                    | 52.10                    |
| Café stock                            | 364.97                   | 364.97                   |
| Outstanding Creditors                 | 69.75                    | (315.60)                 |
| Outstanding Debtors                   | 5,039.25                 | 2,831.14                 |
| <b>Balance at 31 December</b>         | <b><u>107,849.17</u></b> | <b><u>102,828.43</u></b> |

**Independent Examiner's Statement**

I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2023 and confirm that it is in accordance with the books and records supplied to me by the Treasurer.

Signed D. Jefferson

Date 26/10/2024



**Section A**

**Independent Examiner's Report**

|                                       |   |                            |         |
|---------------------------------------|---|----------------------------|---------|
| <b>Report to the trustees</b>         | Charity Name<br>Great Gransden Reading Room |                            |         |
| <b>On accounts for the year ended</b> | 31/12/2023                                  | <b>Charity no (if any)</b> | 1077994 |
| <b>Set out on pages</b>               | 1-2.  |                            |         |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2013**.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

|          |
|----------|
| SG19 3PF |
|          |
|          |

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**CHARITY OF MARTHA SOPHIA WEBB**

England & Wales - Charity number 1077994

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# Accounts

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## **GREAT GRANSDEN READING ROOM**

**Martha Sophia Webb Charity, Number 1077994**

**Annual Report for the Year January to December 2022**

**Presented to the AGM 20 February 2023**

This is the annual report of the trustees of the above-named charity for the calendar year 2022 which is also its financial year for the purpose of preparing final accounts. The Reading Room is located on Fox Street in Great Gransden, SG19 3AA.

### **1. Governance**

1.1 The following individuals served as management trustees during this period:

|                             |  |
|-----------------------------|--|
| Anne Constantine            | Elected  |
| Sally Adelman               | Elected  |
| Sue Meredith until 22.02.22 | Elected  |
| Cathy Davis from 22.02.22   | Elected  |
| Vikki Murphy                | Elected  |
| Ann Girling<br>Society      | Nominated by the Gransdens Horticultural                                 |
| Martin Davies               | Nominated by the Gransdens Society                                       |
| Ralph Goodchild             | Nominated by Carry On Learning   |
| Emily Glover                | Nominated by the Gransdens Guides  |
| Irene Cooper                | Nominated by the Allotments Society                                      |
| Elaine Boyd                 | Nominated by the Revellers Drama Society until<br>22.02.22 then co-opted |
| Peter King                  | Nominated by Great Gransden Parish Council                               |
| Sarah Bray                  | Nominated by Barneys Club  |
| Stephanie Beaumont          | Co-opted   |

\*Evergreens and the Royal British Legion remain nominated user groups but neither had a trustee during 2022. Revellers did not nominate from 22.02.22.

1.2 The custodian trustee for the premises (Reading Room building and garden) is Great Gransden Parish Council.

1.3 The charity is governed by a Scheme that was adopted on 19 June 1953 and amended on 11 February 2020. This Scheme describes the purposes of the charity as "*physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the Parish of Great Gransden and its immediate vicinity*".

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

1.4 The Management Committee (the trustees) met on 22 February, after the AGM, and on 4 October. Other matters were considered via email between

meetings. The Events Group/Café Management Group met regularly to manage the café and plan for other events.

Key matters and decisions at the ordinary meetings were:

- Reading Room website
- Caretaking during maternity leave
- Health and Safety
- Safeguarding
- Sustainability and energy
- Reading Room maintenance
- Reading Room extension and improvement proposals
- Furniture
- Fees
- Financial reports
- Queen's Jubilee

## **2. Usage**

2.1 The Reading Room was very busy during 2022. Barneys After School Club and Holiday Club operated for local families for 48 weeks. All the Clubs and Societies returned except for Evergreens, who relocated to Little Gransden Village Hall. There were four fundraising events in addition to those promoted by the café. Sixteen private parties were held, mainly for children. The Queen's Jubilee was celebrated with a champagne garden party which attracted nearly a 100 participants, although the weather was not kind.

The café, which opened for 50 Fridays in 2022, continued to be very popular with an average footfall of around 50. Two Night Cafés were held in August and December. Café income was able to provide activities for children during school holidays and support for other events including a new group The Village Knitting Bee. Donations to charities were made on four occasions and the weekly café was a collection point for food donations to the Gamlingay NEED project. The café went 'on the road' for the Party in the Pews event at St Bartholomew's Church for the Queen's Jubilee celebrations.

## **3. Lettings**

3.1 Lettings income - £8240 - exceeded budget and was more than double the lettings income in 2021 (£3765) which was affected by the aftermath of COVID. The café contributed a further £2758.

3.3 Lettings fees were reviewed by the Committee in October and the decision was taken to increase fees in 2023 for the first time in many years. This was in anticipation of significant cost increases.

## **4. Financial Review**

4.1 The charity's financial position for the year is set out in the accompanying accounts. Turnover for 2022 totalled £26,878. Reserves of £81,069 were held in a deposit account at the end of the financial year. These reserves are intended for investment in the Reading Room property as and when required for repair, maintenance or improvement of the facility. Sums held in the current account

are for general operating expenses. The financial balance improved by nearly £1500 compared to 2021.

## **5. Premises**

6.1 The two water heaters and the heating programme unit had to be replaced. The gable end fascia boards, two first floor and one ground floor windows and the front and side doors were repainted with minor repairs where needed.

6.2 An inspection of fire extinguishers and blankets and the boiler service were carried out in the autumn.

6.3 The Committee commissioned further drawings and costings for the extension and improvement proposals. The proposals will be the subject of a village consultation in February and March 2023.

## **7. Training**

Formal training was undertaken by one or more trustee/s in safeguarding, health and safety, use of the defibrillator and energy efficiency. New volunteers at the Reading Room Café undertook food hygiene training.

## **8. Thank you**

Thank you to all Members of the Committee in 2022 for their time spent and work on this much valued village facility. A particular thank you to Sally Adelman, Peter King and Irene Cooper who are standing down at the AGM in February 2023. Thank you also to the Parish Council for its support, and all users for bringing life to the Reading Room during the year.

## **DECLARATION**

The trustees declare that they have approved this Annual Report .

Signed on behalf of the charity's trustees

Signature

Full name Margaret Anne Constantine

Position Chair

Date 20 February 2023 with minor amendments on 3 October 2023

## Great Gransden Reading Room

Reg. Charity No 1077994

### Accounts - Year Ending 31 December 2022

| Income                       |                      |                         | Expenditure             |           |                         | Balance Sheet                         |                          |                          |
|------------------------------|----------------------|-------------------------|-------------------------|-----------|-------------------------|---------------------------------------|--------------------------|--------------------------|
|                              |                      | £'s                     |                         |           | £'s                     |                                       | 2022                     | 2021                     |
|                              |                      |                         |                         |           |                         |                                       | £'s                      | £'s                      |
| Room Hire                    | Bookings             | 8,239.54                | Caretaker Expenses      |           | 485.82                  | General Fund Brought Forward          | 100,812.06               | 85,625.93                |
|                              | Café                 | 2,758.00                | Repairs and Maintenance |           | 3,081.42                | Surplus / (shortfall) in current year | 1,468.17                 | 15,734.33                |
| Fund Raising                 | Jubilee Garden Party | 39.99                   | Electricity             |           | 402.00                  | Movement between funds                | <u>(1,296.66)</u>        | <u>(548.20)</u>          |
|                              |                      |                         | Equipment               |           | 607.63                  |                                       | 100,983.58               | 100,812.06               |
|                              |                      |                         | Insurance               |           | 545.12                  |                                       |                          |                          |
| Donations                    |                      | 29.57                   | Licences & Memberships  |           | 317.21                  | Restricted Café Fund Brought Forward  | 548.20                   | 0.00                     |
|                              |                      |                         | Oil                     |           | 2,185.39                | Café Profits in current year          | <u>1,296.66</u>          | <u>548.20</u>            |
| Bowls Club Electricity       |                      | 133.64                  | Postage                 |           | 0.00                    |                                       | 1,844.86                 |                          |
|                              |                      |                         | Rates                   |           | 108.36                  |                                       |                          |                          |
| Contributions to PAT Testing |                      | 40.50                   | Refuse Collection       |           | 294.95                  |                                       | <u><b>102,828.43</b></u> | <u><b>101,360.26</b></u> |
| Equipment Hire               |                      | 0.00                    | Testing                 |           | 0.00                    |                                       |                          |                          |
|                              |                      |                         | Water                   |           | 1,583.52                | Current Account                       | 18,826.52                | 19,621.18                |
| Café Income                  |                      | 12,942.00               | Café Running Costs      |           | 11,645.34               | Deposit Account                       | 81,069.30                | 81,041.61                |
|                              |                      |                         |                         |           |                         | Cash In Hand                          | 52.10                    | 191.13                   |
| Grants                       |                      | 2,667.00                | Other                   |           | 4,153.00                | Café stock                            | 364.97                   | 364.97                   |
| Other                        |                      | 0.00                    |                         |           |                         | Outstanding Creditors                 | (315.60)                 | (418.39)                 |
|                              |                      |                         |                         |           |                         | Outstanding Debtors                   | 2,831.14                 | 559.76                   |
|                              | sub-total            | <u>26,850.24</u>        |                         | sub-total | <u>25,409.76</u>        | <b>Balance at 31 December</b>         | <u><b>102,828.43</b></u> | <u><b>101,360.26</b></u> |
| Interest                     | Deposit a/c          | 27.69                   | Bank charges            |           | 0.00                    |                                       |                          |                          |
|                              |                      |                         |                         |           |                         |                                       |                          |                          |
| <b>Total Income</b>          |                      | <u><b>26,877.93</b></u> | <b>Total Expense</b>    |           | <u><b>25,409.76</b></u> |                                       |                          |                          |
| Excess of Exp over Income    |                      |                         | Excess of Inc over Exp  |           | 1,468.17                |                                       |                          |                          |
| <b>Total</b>                 |                      | <u><b>26,877.93</b></u> | <b>Total</b>            |           | <u><b>26,877.93</b></u> |                                       |                          |                          |

**Independent Examiner's Statement**

I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2022 and confirm that it is in accordance with the books and records supplied to me by the Treasurer.

Signed *D. J. [Signature]* Date 27/9/23

## Great Gransden Reading Room

Reg. Charity No 1077994

### Accounts - Year Ending 31 December 2022

| Income                       |                      |                         | Expenditure             |           |                         | Balance Sheet                         |                          |                          |
|------------------------------|----------------------|-------------------------|-------------------------|-----------|-------------------------|---------------------------------------|--------------------------|--------------------------|
|                              |                      | £'s                     |                         |           | £'s                     |                                       | 2022                     | 2021                     |
|                              |                      |                         |                         |           |                         |                                       | £'s                      | £'s                      |
| Room Hire                    | Bookings             | 8,239.54                | Caretaker Expenses      |           | 485.82                  | General Fund Brought Forward          | 100,812.06               | 85,625.93                |
|                              | Café                 | 2,758.00                | Repairs and Maintenance |           | 3,081.42                | Surplus / (shortfall) in current year | 1,468.17                 | 15,734.33                |
| Fund Raising                 | Jubilee Garden Party | 39.99                   | Electricity             |           | 402.00                  | Movement between funds                | <u>(1,296.66)</u>        | <u>(548.20)</u>          |
|                              |                      |                         | Equipment               |           | 607.63                  |                                       | 100,983.58               | 100,812.06               |
|                              |                      |                         | Insurance               |           | 545.12                  |                                       |                          |                          |
| Donations                    |                      | 29.57                   | Licences & Memberships  |           | 317.21                  | Restricted Café Fund Brought Forward  | 548.20                   | 0.00                     |
|                              |                      |                         | Oil                     |           | 2,185.39                | Café Profits in current year          | <u>1,296.66</u>          | <u>548.20</u>            |
| Bowls Club Electricity       |                      | 133.64                  | Postage                 |           | 0.00                    |                                       | 1,844.86                 | 548.20                   |
|                              |                      |                         | Rates                   |           | 108.36                  |                                       |                          |                          |
| Contributions to PAT Testing |                      | 40.50                   | Refuse Collection       |           | 294.95                  |                                       | <u><b>102,828.43</b></u> | <u><b>101,360.26</b></u> |
| Equipment Hire               |                      | 0.00                    | Testing                 |           | 0.00                    |                                       |                          |                          |
|                              |                      |                         | Water                   |           | 1,583.52                | Current Account                       | 18,826.52                | 19,621.18                |
| Café Income                  |                      | 12,942.00               | Café Running Costs      |           | 11,645.34               | Deposit Account                       | 81,069.30                | 81,041.61                |
|                              |                      |                         |                         |           |                         | Cash In Hand                          | 52.10                    | 191.13                   |
| Grants                       |                      | 2,667.00                | Other                   |           | 4,153.00                | Café stock                            | 364.97                   | 364.97                   |
| Other                        |                      | 0.00                    |                         |           |                         | Outstanding Creditors                 | (315.60)                 | (418.39)                 |
|                              |                      |                         |                         |           |                         | Outstanding Debtors                   | 2,831.14                 | 559.76                   |
|                              | sub-total            | <u>26,850.24</u>        |                         | sub-total | <u>25,409.76</u>        | <b>Balance at 31 December</b>         | <u><b>102,828.43</b></u> | <u><b>101,360.26</b></u> |
| Interest                     | Deposit a/c          | 27.69                   | Bank charges            |           | 0.00                    |                                       |                          |                          |
|                              |                      |                         |                         |           |                         |                                       |                          |                          |
| <b>Total Income</b>          |                      | <u><b>26,877.93</b></u> | <b>Total Expense</b>    |           | <u><b>25,409.76</b></u> |                                       |                          |                          |
| Excess of Exp over Income    |                      |                         | Excess of Inc over Exp  |           | 1,468.17                |                                       |                          |                          |
| <b>Total</b>                 |                      | <u><b>26,877.93</b></u> | <b>Total</b>            |           | <u><b>26,877.93</b></u> |                                       |                          |                          |

| Independent Examiner's Statement  |                     |
|---|---------------------|
| I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2022 and confirm that it is in accordance with the books and records supplied to me by the Treasurer. |                     |
| Signed <u>D. J. [Signature]</u>   | Date <u>27/9/23</u> |

**CHARITY OF MARTHA SOPHIA WEBB**

England & Wales - Charity number 1077994

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# Accounts

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## GREAT GRANSDEN READING ROOM

Martha Sophia Webb Charity, Number 1077994

Annual Report for the Year January to December 2021

Presented to the AGM 22 February 2022

This is the annual report of the trustees of the above-named charity for the calendar year 2021 which is also its financial year for the purpose of preparing final accounts.

### 1. Governance

1.1 The following individuals served as management trustees during this period:

|                             |   |
|-----------------------------|---|
| Anne Constantine            | Elected   |
| Lynne Taylor until 23.02.21 | Elected   |
| Sally Adelman from 23.02.21 | Elected   |
| Sue Meredith                | Elected   |
| Vikki Murphy                | Elected on 23.02.21, previously nominated by Barneys Club |
| Ann Girling                 | Nominated by the Gransdens Horticultural Society          |
| Martin Davies               | Nominated by the Gransdens Society                        |
| Ralph Goodchild             | Nominated by Carry On Learning                            |
| Emily Glover                | Nominated by the Gransdens Guides                         |
| Irene Cooper                | Nominated by the Allotments Society                       |
| Elaine Boyd                 | Nominated by the Revellers Drama Society                  |
| Peter King                  | Nominated by Great Gransden Parish Council                |
| Sarah Bray                  | Nominated by Barneys Club                                 |
| Stephanie Beaumont          | Co-opted  |

\*Evergreens and the Royal British Legion remain nominated user groups but neither had a trustee during 2021.

1.2 The custodian trustees for the premises (Reading Room building and garden) are the elected members of Great Gransden Parish Council.

1.3 The charity is governed by a Scheme that was adopted on 19 June 1953 and amended on 11 February 2020. This Scheme describes the purposes of the charity as *“physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the Parish of Great Gransden and its immediate vicinity”*.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

1.4 The Management Committee (the trustees) met on 23 February, after the AGM, and on 5 October. Other matters were considered via email between meetings. An Events Group was formed to plan and trial new events run by trustees and other volunteers. This led to the launch of the Reading Room Pop-Up Café in October, which has been very successful and much valued by the local community.

Key matters and decisions at the ordinary meetings were:

- COVID measures

- Future works
- Fees
- Financial reports, policy and procedures
- Reading Room website and Facebook
- Furniture
- Queen's Jubilee

## 2. Usage

2.1 Most regular users of the Reading Room have returned following the easing of COVID restrictions during 2021. Activities for children and young people were allowed to return in April under regulations set out by government and national organisations; these included Barneys After School Club and Guides. Village societies (Horticultural Society, Gransdens Society, Ladies Group) returned from September 2021 although some meetings were cancelled. Two groups have not returned: Evergreens has relocated to Little Gransden Village Hall because of its larger size; and Carry On Learning has not yet resumed. Parish Council and other meetings also returned to the Reading Room in the second half of the year. The new café was open every Friday morning from 1 October until the Christmas break.

2.2 A free celebration to welcome people back to the Reading Room after the easing of restrictions on outdoor gatherings was held in the garden on 4 July. Jazz and Pimms attracted 50 people to enjoy a summer afternoon with friends and neighbours with music provided by Jazz Workshop.

## 3. COVID

3.1 Full closure was required in the first lockdown in 2020 and only childcare activity allowed in subsequent lockdowns. The COVID risk assessment was updated during 2021 following changes in government guidance. The procedures adopted were successful in keeping the Reading Room COVID-free.

## 4. Lettings

4.1 Lettings income was £4365 in 2021 compared to £4968.70 in 2020 and £9,236 in 2019. Lettings income continued to be affected by Covid throughout 2021.

4.2 Huntingdonshire District Council continued to provide compensation to village halls affected by COVID restrictions during 2021. The Reading Room received £17,374 in 2021. Part of this was a RESTART grant which funded the Jazz and Pimms event and the set-up costs for the café.

4.3 Lettings fees were reviewed by the Committee in October and remain unchanged with the addition of a discretionary free period for new groups starting up. It was subsequently agreed that the Chair would have discretion to vary the hourly charge for charitable events.

## 5. Financial Review

5.1 The charity's financial position for the year is set out in the accompanying accounts. Reserves of £81,042 were held in a deposit account at the end of the financial year. These reserves are intended for investment in the Reading Room property as and when required for repair, maintenance or improvement of the facility. Sums held in the current account are for general operating expenses.

## 6. Premises

6.1 Minor damage to guttering was repaired free of charge. A single quote has been received for the repair and painting of some windows but further quotes are needed as the gable-end fascias also need to be done.

6.2 An inspection of fire extinguishers and blankets and PAT testing were carried out in the autumn.

6.3 The Committee commissioned architects to draw up initial ideas and drawings for a rear extension to the Reading Room. We are currently unable to accommodate more than 50-60 people and this is insufficient for many activities that we would like to see at the Reading Room. It is too small for any fitness or dance classes and villagers are travelling outside the village to access these. Covid has also reminded us of the importance of space and ventilation in social settings to reduce the risk of infections. Since the Reading Room was built the village population has increased by approximately 50%. The Committee is ambitious that the Reading Room be a vibrant hub for the village providing a range of activities for all ages and interests. Trustees hope to consult with Great Gransden residents on draft extension plans in early 2022.

## 7. Thank you

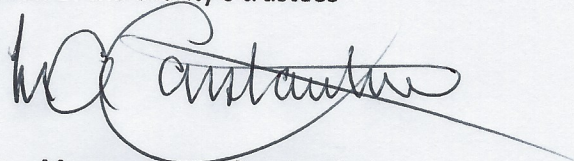
Thank you to all Members of the Committee in 2021 for their time spent and work on this much valued village facility. A particular thank you to Secretary Sue Meredith, who is standing down after 7 years. Thank you also to the Parish Council for its support, and all users for bringing life to the Reading Room during the year.

## DECLARATION

The trustees declare that they have approved this Annual Report .

Signed on behalf of the charity's trustees

Signature



Full name Margaret Anne Constantine

Position Chair

Date 22 February 2022

## Great Gransden Reading Room

Reg. Charity No 1077994

### Accounts - Year Ending 31 December 2021

#### Income

|                              |                | £'s              |
|------------------------------|----------------|------------------|
| Room Hire                    | Bookings       | 3,764.61         |
|                              | Café           | 600.00           |
| Events                       | Jazz & Pimms   | 92.69            |
|                              | Societies Fair | 80.70            |
| Donations                    |                | 1,587.40         |
| Bowls Club Electricity       |                | 37.94            |
| Contributions to PAT Testing |                | -                |
| Equipment Hire               |                | 5.00             |
| Café income                  |                | 2,196.05         |
| Grants                       |                | 17,374.00        |
| Other                        |                | -                |
|                              | sub-total      | 25,553.01        |
| Interest                     | Deposit a/c    | 8.09             |
| <b>Total Income</b>          |                | <b>25,561.10</b> |
| Excess of Exp over Income    |                |                  |
| <b>Total</b>                 |                | <b>25,561.10</b> |

#### Expenditure

|                        |           | £'s              |
|------------------------|-----------|------------------|
| Maintenance & Repair   |           | 580.09           |
| Postage                |           | 10.20            |
| Insurance              |           | 448.75           |
| Licences & Memberships |           | 195.58           |
| Oil                    |           | 852.08           |
| Rates                  |           | 48.84            |
| Refuse Collection      |           | 135.20           |
| Water                  |           | 726.64           |
| Electricity            |           | 579.00           |
| Testing                |           | 210.00           |
| Equipment              |           | 159.40           |
| Café running costs     |           | 1,647.85         |
| Café set up            |           | 2,800.81         |
| Other                  | Architect | 1,432.33         |
|                        | sub-total | 9,826.77         |
| Bank charges           |           | 0.00             |
| <b>Total Expense</b>   |           | <b>9,826.77</b>  |
| Excess of Inc over Exp |           | 15,734.33        |
| <b>Total</b>           |           | <b>25,561.10</b> |

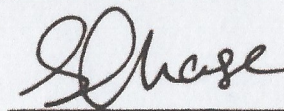
#### Balance Sheet

|                                       | 2021              | 2020             |
|---------------------------------------|-------------------|------------------|
|                                       | £'s               | £'s              |
| Surplus from prior years              | 85,625.93         | 73,983.65        |
| Surplus / (shortfall) in current year | 15,734.33         | 11,642.28        |
| Movement between funds                | - 548.20          |                  |
| Restricted Café profits               | 548.20            |                  |
|                                       | <b>101,360.26</b> | <b>85,625.93</b> |
| <b>Represented By</b>                 |                   |                  |
| Current Account                       | 19,621.18         | 4,508.93         |
| Deposit Account                       | 81,041.61         | 81,033.52        |
| Cash in Hand                          | 191.13            | 83.48            |
| Café stock                            | 364.97            |                  |
| Outstanding Creditors                 | - 418.39          | -                |
| Outstanding Debtors                   | 559.76            | -                |
| <b>Balance at 31 December</b>         | <b>101,360.26</b> | <b>85,625.93</b> |

#### Independent Examiner's Statement

I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2021 and confirm that it is in accordance with the books and records supplied to me by the Treasurer.

Signed



Date

9-2-22