

# Neville Hall Charitable Trust

## Waltham St Lawrence



Registered Charity No 1092551

## Annual Report and accounts

For the year ended 31<sup>st</sup> March 2024

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# Neville Hall Charitable Trust

## Waltham St Lawrence

### Annual Report for the year ended 31<sup>st</sup> March 2024

The Charity is ordered by a scheme of administration from the Charity Commission dated 30<sup>th</sup> December 1938 and registered as a Charity number 1092551 on 29<sup>th</sup> June 2002 with a correspondence address c/o Coltmans Cottage, The Street, Waltham St Lawrence, Berkshire, RG10 0JJ. The Charity Commission confirmed a change of name from “The Parish Hall” to “Neville Hall Charitable Trust, Waltham St Lawrence” on 2<sup>nd</sup> February 2010.

The Trustees during the year were the Parish Council, Waltham St Lawrence, namely:

Mark Hipgrave	Chair
Mike Kay (Chair Parish Council)	Vice Chair
Isabelle Crawley-Boevey	
Stuart Craig	
Sarah Goodchild	
Rupe Patel	
Charles Williams	

The only asset is the Neville Hall itself. The object of the Charity is to use the land and buildings for the purpose of physical and mental recreation, and social, moral, and intellectual development through the medium of reading, 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 Waltham St Lawrence.

The clear yearly income of the Charity can be applied by the Trustees for the purposes of the Charity in such a manner as the Trustees think fit.

We are pleased to report that the trust has had a good year with the Hall coming back to pre-covid levels of income making around £12,000. We have seen large increases in the costs of oil and electricity, and we also had the local Surgery decide to give up renting the downstairs office. Fortunately, we have now rented it to ANB Groundcare as their second office. The Summer Festival celebrations (called “Events” in the finance sheets) also went very well bringing around £16,000 which was be distributed to our school, cricket club, and church (see pages 6 & 7 for details).

We took the opportunity to finish the refurbishing of the downstairs office (between lettings) which was largely undertaken by David Francis and started just before the end of the financial year.

The Charity had decided to use CCLA Charities Investments to make more of the reserves, and had deposited £60,000 in April 2022, and a further £15,000 in August 2023. Although a difficult year for investments it gained just over £10,000 by the end of the financial year which was far better than leaving it in the Barclays Savings Account.

We are thankful to Kate Francis who cleans the Hall regularly and thoroughly. She made sure that the hall and toilets (including the office ones) were cleaned nearly every day. We are thankful also to David Francis who continues to perform general maintenance tasks.

Finally, my thanks go to the Management Team (David Crawley-Boevey, Mark Hipgrave, Sheila Kiss, Georgina Irving (new to the team), and John Kiss) for their constant and diligent work to maintain bookings, keep the Hall in good repair, promote it, improve it, and manage the finances. They manage the Hall on a day-to-day basis on behalf of the Parish Council who is the sole Trustee of the Neville Hall Charitable Trust.

Mark Hipgrave  
Chair of Trustees

Date:

Mike Kay  
Vice Chair Trustees &  
Chair of Parish Council

Date:

# **Independent Examiner's Report to**

## **The Trustees of the Neville Hall Charitable Trust (No 1092551)**

I report on the accounts of the Neville Hall Charitable Trust for the year ended 31<sup>st</sup> March 2024 which are set out on pages 5, 6, 7 & 8.

### **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 Charity Commission under section 145(5)(b) of the 2011 Act: and
- 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

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

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

The Scheme/Objectives/Terms of Reference of NHCT refers to the management of Neville Hall (land and buildings) with amendments referred to the Charity Commissioners. It is recommended a submission be made to the Commissioners to now include, for clarity, the organising of Parish/Community based events, as an addition.

B T Dancer (Independent Examiner)  
Tudor Lodge  
Maidenhead  
Berks SL6 8JW

Date:

# Income & Expenditure for the Hall

April 1<sup>st</sup> 2023 to March 31<sup>st</sup> 2024

<b>Income</b>			
Donations and legacies	75.00		
Sales	35,798.00		
Interest on savings	182.45		
<b>Total Income</b>	<b>£ 36,055.45</b>		
<b>Expenditures</b>			
H Cleaning	6,161.54		
H Council Tax	75.75		
H Insurances	1,394.77		
H Maintenance	2,925.17		
H Marketing	390.62		
H Other Professional Services	683.92		
H Telephone & Internet	657.83		
H Utility Electricity	4,415.12		
H Utility Oil	2,932.16		
H Utility Water	69.75		
Kitchen	37.94		
<b>Total Expenditures</b>	<b>£ 19,744.57</b>		
<b>Net Operating Income</b>	<b>£ 16,310.88</b>		
<b>Other Expenditures</b>			
Refurbishment Office	2,680.00		
<b>Total Other Expenditures</b>	<b>£ 2,680.00</b>		
<b>Net Other Income</b>	<b>-£ 2,680.00</b>		
<b>Net Income/(Expenditure)</b>	<b>£13,630.88</b>		

Hall Hire	£16,150.00
Office Rent	£19,648.00
<b>TOTAL</b>	<b>£35,798.00</b>

# Income and Expenditure for Events

April 1<sup>st</sup> 2023 to March 31<sup>st</sup> 2024

	Apr 2023 - Mar 2024	Apr 2022 - Mar 2023
Champagne Breakfast		2,890.00
Donations and legacies	3,263.00	
Drinks		1,186.60
Friday Bar		3,183.30
Friday Food		3,146.00
Friday Sales		72.00
Jubilee Fest		4,100.00
Sales	5,611.18	28.00
Sales – Card (Zettle)	9,730.58	
Sales - Cash	3,681.20	
Sales Event Tickets	5,832.05	
Sales from 21/22		2,999.00
Sunday Bar		2,278.70
Tea Tent Sales		738.00
The Big Lunch		1,584.00
<b>Total Income</b>	<b>£ 28,118.01</b>	<b>£ 22,205.60</b>
<b>Cost of Sales</b>		
Cost of sales		712.50
E Food Costs		2,263.74
<b>Total Cost of Sales</b>	<b>£ 0.00</b>	<b>£ 2,976.24</b>
<b>Total</b>	<b>£ 28,118.01</b>	<b>£ 19,229.36</b>
<b>Expenditures</b>		
Credit Card Fees Stripe	0	338.56
E Advertising/Promotional	145.00	
E Bar Stocks	2,270.76	3,315.03
E BBQ	2,435.01	
E Decorating	715.09	875.92
E Entertainment	490.00	1,137.56
Entertainment from 21/22		300.00
E Logistics	4,153.93	2,285.14
E Music	1,177.50	887.50
E Purchases	19.99	
E Tea Tent Costs	203.93	
E Travel and Accommodation	385.00	
Games		329.79
Music from 21/22		903.00
E Marketing	204.01	493.41
Office/General Administrative Expenses		40.00
<b>Total Expenditures</b>	<b>£ 12,200.22</b>	<b>£ 10,905.91</b>

<b>Net Operating Income</b>	<b>£ 15,917.79</b>	<b>£ 8,323.45</b>
<b>Other Income</b>		
Cricket club Tickets	1,511.42	
<b>Other Expenditures</b>		
Grants (see note)	21,236.00	
Reimburse Cricket Club	1,511.42	
<b>Total Other Expenditures</b>	<b>£ 22,747.42</b>	<b>£ 0.00</b>
<b>Net Other Income</b>	<b>-£ 21,236.00</b>	<b>£ 0.00</b>
<b>Net Income/(Expenditure)</b>	<b>-£5,318.21</b>	<b>£ 8,323.45</b>

**Note: Grants** in 2023/4 included £6,236 from the 2022/3 profits (£2,000 to each of School, Cricket Club, Church, and £200 to the Silver Band, and £36 to help plant a tree). And from 2023/4 profits £15,000 - £5,000 to each of the same three (School, Cricket Club and Church).

# Balance Sheet

As at 31<sup>st</sup> March 2024

	Total	
	As of Mar 31, 2024	As of Mar 31, 2023 (PY)
<b>Fixed Asset</b>		
Village Hall	£386,390.00	£386,390.00
<b>Total Fixed Asset</b>	£386,390.00	£386,390.00
<b>Cash at bank and in hand</b>		
Barclays Events	£1,933.72	£7,916.85
Hall Current (...6163)	£1,639.93	£27,889.50
Hall Savings (...9264)	£32,521.11	£7,338.66
*Hall CCLA Investments	£75,000.00	£60,000.00
<b>Total Cash at bank and in hand</b>	<b>£ 111,094.76</b>	<b>£ 103,145.01</b>
<b>Debtors</b>		
Debtors	£126	0.00
<b>Total Debtors</b>	<b>£126</b>	<b>£ 0.00</b>
<b>Current Assets</b>		
Uncategorised Asset	0.00	
<b>Total Current Assets</b>	<b>£ 0.00</b>	<b>£ 0.00</b>
<b>Net current assets</b>	<b>£ 111,220.76</b>	<b>£ 103,145.01</b>
<b>Current Liabilities</b>		
Advanced Hall Hire	£448.00	£770.00
advanced ticket sales	£561.96	£1,226.88
Neville Hall Loan	0.00	0.00
Office Deposits	£3,495.00	£2,745.00
<b>Total Current Liabilities</b>	<b>£ 4,504.96</b>	<b>£ 4,741.88</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£ 4,504.96</b>	<b>£ 4,741.88</b>
<b>Net current assets (liabilities)</b>	<b>£ 106,715.80</b>	<b>£ 98,403.13</b>
<b>Total assets less current liabilities</b>	<b>£ 493,105.80</b>	<b>£ 484,793.13</b>
<b>Total net assets (liabilities)</b>	<b>£ 493,105.80</b>	<b>£ 484,793.13</b>
<b>Charity funds</b>		
Opening Balance Equity	£484,793.13	£471,323.91
Net income Events	-£5,318.21	£8,323.45
Net income Hall	£13,630.88	£5,145.77
<b>Total Charity funds</b>	<b>£ 493,105.80</b>	<b>£ 484,793.13</b>

**\*Note:** Deposits to CCLA (Hall CCLA) was £60,000 in May 2022, and £15,000 in Aug 2023 (total £75,000). The valuation provided by CCLA at the 31st March 2024 for the Accumulated Units Fund was £85,055.69.