

TOWNLEY MEMORIAL HALL

England & Wales · Charity number 1100947

Details

Other names	TOWNLEY MEMORIAL HALL FULBOURN LTD
Status	Registered
Legal form	Charitable company
Company number	04735777
Registered	2003-11-28
Register	View on the Charity Commission register

Contact

Address	The Fulbourn Centre Home End Fulbourn Cambridgeshire CB21 5BS
Phone	01223880908
Email	fulbourncentrebookings@gmail.com
Website	http://www.fulbourncentre.com

Activities

Objects: (A) TO ADVANCE EDUCATION, TO RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF FULBOURN (THE AREA OF BENEFIT) AND THE SURROUNDING AREA WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OR IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS;(B) TO PROVIDE TRANSPORT FACILITIES IN THE AREA OF BENEFIT FOR PEOPLE WHO HAVE SPECIAL NEED OF SUCH FACILITIES BECAUSE THEY ARE ELDERLY, POOR OR DISABLED, PEOPLE WITH YOUNG CHILDREN OR THOSE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES.

Activities: Manage the Community Centre for local village community uses.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** FALBOURN, SOUTH CAMBRIDESHIRE
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£118,587	£103,026	-	-
2024-08-31	£121,261	£115,458	-	-
2023-08-31	£112,550	£104,094	-	-
2022-08-31	£98,116	£84,547	-	-
2021-08-31	£80,592	£86,903	-	-

Trustees

Name	Role	Appointed
RICHARD TEMPLER TOWNLEY	Chair	
David Nobel		2024-07-17
Dr Rebecca Roberts		2022-10-19
Gareth Turnbull-Jones		2020-07-15
Ian Craig		2026-07-22
John Cooter-Baker		2024-05-22
John Cunnington		2022-10-19
Michael Humphreys-Davies		2021-07-22
Pauline Cox		2018-10-19
RONALD ARTHUR LAWRENCE WARD		
TIMOTHY HANDS		2014-11-20
Toby Cave		2025-10-15

Linked charities

- TOWNLEY MEMORIAL HALL (1100947-1)

Accounts

Registered Charity Number
1100947
Company Number
4735777

Townley Memorial Hall
Report and Financial Statements
for the year ended
31 August 2025

Taylor Keeble LLP
Chartered Accountants

Townley Memorial Hall

Trustees

Mrs D Brown (11/12/2025)
Mr J Cooter-Baker
Mrs P Cox
Mr J Cunnington
Mr T Hands
Mr M Humphreys-Davies
Mr D Nobel
Dr R Roberts
Mr S Taylor
Mr R T Townley
Mr G Turnbull-Jones
Mr T Vaughan-Lane (resigned on 14/10/2024)
Mr R A L Ward

Company Secretary

Miss S Davies

Independent Examiners

Taylor Keeble LLP
Chartered Accountants
5 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Bankers

Lloyds Bank Plc
25 Gresham Street
London
EC2V 7HN

Registered office

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Charity number
1100947

Company number
4735777

Townley Memorial Hall

Trustees Report Year ended 31 August 2025

The trustees (who are also directors of the company for the purposes of the Companies Act) have pleasure in presenting their report and accounts of the charity for the year ending 31 August 2025. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Companies Act 2006, the Charities Act 2011 and Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Reference and administration details

Reference and administration details are shown in the schedule of members of the board and professional advisers on page 2 of the accounts

Structure, Governance and Management

Constitution

Townley Memorial Hall company registration 4735777 is a registered charity, number 1100947. It was incorporated on 9 February 2004 and registered as a charity on 16 September 2004. The company was set up under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to an amount of £1 each. The company is limited by guarantee. The charity is a Public Benefit Entity.

Appointment of trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board.

The Board of Trustees, known as the Management Committee, is made up of the First Trustees (those who were trustees of the predecessor body), appointees of the Fulbourn Parish Council and the Fulbourn Sports and Social Institute (The Institute), those elected at the Annual General meeting proposed by affiliated members and those co-opted by the Management Committee. There is no maximum limit to the total number of trustees, although the appointees are limited to three for each body, as are those elected as representatives of affiliated members.

Training of trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. New trustees are required to confirm in writing their eligibility to serve.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2025

Organisation structure and decision making

The Charity is governed by the Board of Trustees as listed in the information sheet.

The Board delegates certain management and development matters to sub committees and groups of trustees which report to the board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefits requirement under the Charities Act 2011.

Related party relationships

Close working is maintained with both the Fulbourn Parish Council and the Institute through their appointees on the Board and through their Officers. A Users' Group meets periodically through which affiliated members can propose representatives for election to the board, as mentioned above.

Risk Management

The Board maintain a continuous risk management system which enables them to evaluate and monitor any risks brought to their attention and to allow them to mitigate any risks, which may otherwise prevent them from achieving their objectives, and to comply with SORP 2005 annually. The main risk is seen as retaining expenditure within expected income and the need to plan for future maintenance of the building and site.

Objectives and activities

The objects of the charity are to advance education, run a village hall and to promote for the benefit of the inhabitants of the Parish of Fulbourn (the area of benefit) and surrounding area, the provision of the facilities for recreation or other leisure time occupation of individuals who have the need of such facilities or for the public at large in the interests of social welfare.

To provide transport facilities in the area of benefit for people who have special need of such facilities. The charity keeps its policies under regular review. These are available for inspection in the office and on the website.

Strategies for achieving objectives

The Charity concentrates on maintaining and developing its main facility, the Fulbourn Centre, maximising its use by the inhabitants of Fulbourn and through lettings to clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations over other users.

Building Insurance

The insured value of the Fulbourn Centre is £5,211,675.

Townley Memorial Hall

Trustees Report (continued)

Year ended 31 August 2025

Achievements and performance

Review of activities

At the start of the year, Timothy Vaughan-Lane stepped down as the representative of the Fulbourn History Society. The Trust wishes Tim all the best as he moves from Fulbourn to Melbourn.

The Trust mourned the passing of Allan Coatesworth in January 2025 and David Sheppard in July 2025. Both had been dedicated Trustees for many years, and the Trust appreciates their invaluable service and commitment.

Preparations for the Townley Memorial Hall Centennial went smoothly at the beginning of the new financial year. Meetings were held with representatives from regular user groups such as Fulbourn Arts, St. John's Players, and the Fulbourn Village History Society to coordinate an extensive two-week programme of events. The centennial began with St. John's Players performance of Noel Coward's *Easy Virtue* over four nights. Highlights of the celebration included the unveiling of a commemorative plaque in the hall by Pippa Heylings MP, who also officially opened the centennial garden on the evening of 27 May. On 29 May, teams competed in a quiz event, which enjoyed strong participation and will now become an annual tradition to foster collaboration among clubs, societies, and other organisations. The final event was the screening of a Buster Keaton silent film accompanied by a skilled pianist.

In partnership with PECT, the Trust conducted a thorough evaluation of the The Fulbourn Centre to develop a definitive five-year strategy aimed at enhancing energy efficiency, culminating in the creation of a Green Business Impact Roadmap. Additionally, the Trust secured funding from Wright's Clock Land CIO to facilitate the installation of further solar panels on the FISSC roof and to implement a hanging system in the Townley Memorial Hall foyer, supporting future art exhibitions.

We extend our sincere gratitude to the staff and Trustees for their continued dedication in ensuring the smooth operation of the Centre and for establishing it as a central hub for local clubs and activities within our village.

Reserves policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure. It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going Concern

Despite the adverse affects of the Pandemic, the Trustees are satisfied that the Charity remains a going concern.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Charity for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

Plans for the future periods

The trustees intend to maintain the premises in good working order and to carry out necessary improvements as funds become available. A maintenance plan has been drawn up to this end.

The trustees seek to further the interests of the residents of Fulbourn and the surrounding area through the provision of attractive premises and services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2025

Responsibilities of the trustees

The trustees (who are also directors of the Townley Memorial Hall) are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the directors 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

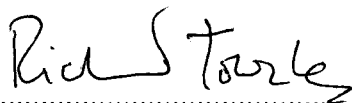
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with the legislation in the United Kingdom governing the preparation and dissemination of the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 21st January 2026 and signed on its behalf.



R T Townley
Chair of Trustees

Townley Memorial Hall

Independent examiner's report to the trustees/directors of Townley Memorial Hall

We report on the accounts of the Charity for the year ended 31 August 2025, which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Companies Act 2006.

It is our 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
- satisfy ourselves that the accounts are not required to be audited under Part 16 of the 2006 Act to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 directors 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements under section 396 of the Companies Act 2006 other than any requirements that the accounts give a 'true and fair view' and the accounts have been prepared in accordance with the Charities SORP (FRS 102) have not been met.



.....
Taylor Keeble LLP
Chartered Accountants

19th February..... 2026

5 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Townley Memorial Hall
STATEMENT OF FINANCIAL ACTIVITIES
year ended 31 August 2025

UNRESTRICTED FUNDS	NOTES	2025		2024	
		£	£	£	£
Income	2				
Voluntary income			2,232		1,139
Income from charitable activities			109,303		117,335
Other income			7,051		2,787
TOTAL INCOME AND ENDOWMENTS			<u>118,587</u>		<u>121,261</u>
EXPENDITURE					
Charitable activities	3	96,767		111,711	
Other	5	6,259		3,748	
TOTAL EXPENDITURE			<u>(103,026)</u>		<u>(115,459)</u>
NET (EXPENDITURE)			<u>15,561</u>		<u>5,802</u>
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD			44,456		38,654
TOTAL FUNDS CARRIED FORWARD			<u><u>60,017</u></u>		<u><u>44,456</u></u>

Townley Memorial Hall

BALANCE SHEET as at 31 August 2025

UNRESTRICTED FUNDS

	NOTES	2025	2024
		£	£
CURRENT ASSETS			
Debtors	7	1,838	4,112
Cash at bank & in hand		<u>77,877</u>	<u>60,502</u>
		<u>79,715</u>	<u>64,614</u>
CREDITORS: amounts falling due within one year			
Creditors and accruals	8	<u>9,696</u>	<u>10,155</u>
NET CURRENT ASSETS		70,019	54,459
NET ASSETS		<u>70,019</u>	<u>54,459</u>
FUNDS OF THE CHARITY			
Restricted project fund		2	2
Unrestricted funds			
- Income fund	9	60,017	44,456
Designated fund			
- Maintenance fund		<u>10,000</u>	<u>10,000</u>
		<u>70,019</u>	<u>54,458</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of there Companies Act 2006 with respect to the accounting records and the preparation of the

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

These accounts were approved by the directors on the 21st January 2026 and are signed on their behalf by:



Mr R T Townley

Company registration 4735777

Townley Memorial hall

Notes to the Financial Statements for the year ended 31 August 2025

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing these accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

The accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. The departure has involved following the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

There are no material uncertainties about the charities ability to continue in operation.

Income

Income receivable in cash as grants and donations are included in full in the statement of financial activities as soon as it is ascertainable. Any other income is recognised on receipt.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specified project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

Townley Memorial Hall
Notes to the Financial Statements
for the year ended 31 August 2025

1 Accounting policies continued

Taxation

No provision has been made for corporation tax as the charity is exempt.

Debtors

Trade and other debtors are recognised as the Charity is entitled to receive the funds.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

2 Income	Unrestricted funds	Total Funds 2025	Total Funds 2024
	£	£	£
Voluntary income			
Donations	2,232	2,232	1,139
	<u>2,232</u>	<u>2,232</u>	<u>1,139</u>
Income from charitable activities	Unrestricted funds	Total Funds 2025	Total Funds 2024
Hirings	94,803	94,803	106,619
Service charge	14,500	14,500	10,716
	<u>109,303</u>	<u>109,303</u>	<u>117,335</u>
Other income	Unrestricted funds	Total Funds 2025	Total Funds 2024
MUGA Grant	-	-	-
Solar Panels & Interest Received	7,051	7,051	1,513
Good Energy Grant	-	-	1,274
FCC Communities grant	-	-	-
	<u>7,051</u>	<u>7,051</u>	<u>2,787</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2025

3 Costs of charitable activity	Unrestricted funds	Total Funds 2025	Total Funds 2024
	£	£	£
Wages and national insurance	57,689	57,689	59,976
Repairs and maintenance	14,063	14,063	23,472
Gas, electric and water	17,602	17,602	19,990
Telephone	1,016	1,016	1,236
Insurance	5,020	5,020	3,311
Printing postage and stationery	-	-	500
Performing rights	1,377	1,377	3,226
	<u>96,767</u>	<u>96,767</u>	<u>111,711</u>
4 Average number of employees		2025	2024
		number	number
Average number of employees in the year		4	5
5 Other costs	Unrestricted funds	Total Funds 2025	Total Funds 2024
	£	£	£
Accountancy fees (see note 6)	1,375	1,375	1,338
Sundry expenses	4,884	4,884	2,410
	<u>6,259</u>	<u>6,259</u>	<u>3,748</u>
6 Net Incoming resources for the year	2025		2024
	£		£
This is stated after charging:			
Independent examiners fees:			
Taylor Keeble LLP	1,375		1,338
	<u>1,375</u>		<u>1,338</u>
7 Debtors		2025	2024
		£	£
Trade debtors		1,017	3,383
Prepayments		820	729
		<u>1,838</u>	<u>4,112</u>
8 Creditors: amounts falling due within one year			
Other tax and social security		1,421	1,097
Other creditors		-	-
Accruals and deferred income		8,274	9,058
		<u>9,696</u>	<u>10,155</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2025

9 Unrestricted income funds	2025	2024
	£	£
Balance at 1 September 2024	44,457	38,654
Incoming resources	118,587	121,261
Outgoing resources	<u>(103,026)</u>	<u>(115,458)</u>
Balance at 31 August 2025	<u>60,018</u>	<u>44,457</u>

10 Trustees' Remuneration

No trustees received remuneration or payment for expenses in the year ended 31 August 2025 (2024 - Nil).

11 Related parties

The charity is under the control of the Trustees as set out on page 2.

12 Other information

Townley Memorial Hall is a private company limited by guarantee in England.

Its registered office is:

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Accounts

Townley Memorial Hall

Registered Charity Number

1100947

Trustees

Company Number

4735777

Townley Memorial Hall

Report and Financial Statements

for the year ended

31 August 2024

Taylor Keeble LLP

Chartered Accountants

Townley Memorial Hall

Trustees

Mrs P Cox
Mr John Cooter-Baker (appointed 22/05/2024)
Mr J Cunnington
Mr T Hands
Mr M Humphreys-Davies
Mr J Mair (resigned in April 2024)
Mr D Nobel (appointed 17/07/2024)
Dr R Roberts
Ms C Tabor (resigned in April 2024)
Mr S M Taylor
Mr R T Townley
Mr G Turnbull-Jones
Mr R A L Ward

Company Secretary

Miss S Davies

Independent Examiners

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Chartered Accountants
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Townley Memorial Hall

Trustees Report Year ended 31 August 2024

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Training of trustees

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Townley Memorial Hall

Trustees Report (continued)

Year ended 31 August 2024

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The Board delegates certain management and development matters to sub committees and groups of trustees which report to the board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefits requirement under the Charities Act 2011.

Related party relationships

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Risk Management

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Strategies for achieving objectives

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Townley Memorial Hall
Trustees Report (continued)
Year ended 31 August 2024

Achievements and performance

Review of activities

It was another busy start to the year for bookings. The Centre receives two to three booking requests per day and the office is kept busy keeping up with the demand. Hire charges increased at the beginning of January 2024 and notification of the increased was received well.

Our treasurer, Mike Humphreys-Davies, invested money in Lloyd's bond deposits and accrued interest on the returns. However, the Trust needs to be cautious of spending going forward due to the loss of Addenbrooke's Ultrasound Department and a regular Sports Hall booking.

May saw Mick Powell, our longstanding and hardworking cleaner, retire. He was a highly valued and dependable member of our team. Louise Mantell succeeded him, and the transition has been seamless. The Centre also secured regular weekend cleaners.

Julian Mair departed the Trust in April, and the Trust is grateful to him for his dedication and hard work in helping to create the Fulbourn Centre. The Trust also bid goodbye to Caroline Tabor in April. John Cooter-Baker and David Nobel, representing Fulbourn Arts and Fulbourn Forum, were appointed by the Trust in May and July respectively.

During the year improvements included a replacement mechanism for the automatic front door, the installation of a front dooreentry system and maintenance of the Sports Hall floor. In efforts to become greener the majority of The Fulbourn Centre's lighting was replaced with LEDs, courtesy of funding for the Wright's Clock Land Charity.

The Trust established a sustainability plan that spans five years and encompasses economic, environmental, social/recreational, and building and improvements.

Thanks go out to the staff and Trustees for everything they do keep the Centre running and for making it a nucleus for our village clubs and activities.

Reserves policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure. It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going Concern

Despite the adverse affects of the Pandemic, the Trustees are satisfied that the Charity remains a going concern.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Charity for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

Plans for the future periods

The trustees intend to maintain the premises in good working order and to carry out necessary improvements as funds become available. A maintenance plan has been drawn up to this end.

The trustees seek to further the interests of the residents of Fulbourn and the surrounding area through the provision of attractive premises and services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

Townley Memorial Hall

Trustees Report (continued)

Year ended 31 August 2024

Responsibilities of the trustees

The trustees (who are also directors of the Townley Memorial Hall) are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the directors 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

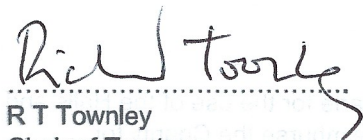
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with the legislation in the United Kingdom governing the preparation and dissemination of the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 15 January 2025 2025 and signed on its behalf.



R T Townley
Chair of Trustees

Townley Memorial Hall

Independent examiner's report to the trustees/directors of Townley Memorial Hall

We report on the accounts of the Charity for the year ended 31 August 2024, which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Companies Act 2006.

It is our 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
- satisfy ourselves that the accounts are not required to be audited under Part 16 of the 2006 Act to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 directors 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements under section 396 of the Companies Act 2006 other than any requirements that the accounts give a 'true and fair view' and the accounts have been prepared in accordance with the Charities SORP (FRS 102) have not been met.



Taylor Keeble LLP
Chartered Accountants

18th February 2025

9 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Townley Memorial Hall

STATEMENT OF FINANCIAL ACTIVITIES year ended 31 August 2024

UNRESTRICTED FUNDS	NOTES	2024	2023
		£	£
Income	2		
Voluntary income		1,139	35
Income from charitable activities		117,335	107,417
Other income		2,787	5,098
TOTAL INCOME AND ENDOWMENTS		121,261	112,550
EXPENDITURE			
Charitable activities	3	111,710	101,353
Other	5	3,748	2,741
TOTAL EXPENDITURE		(115,458)	(104,094)
NET (EXPENDITURE)		5,803	8,456
RECONCILIATION OF FUNDS			
TOTAL FUNDS BROUGHT FORWARD		38,654	30,198
TOTAL FUNDS CARRIED FORWARD		44,457	38,654

Townley Memorial Hall

BALANCE SHEET as at 31 August 2024

UNRESTRICTED FUNDS

	NOTES	2024		2023	
		£	£	£	£
CURRENT ASSETS					
Debtors	7	4,112		10,111	
Cash at bank & in hand		60,502		47,799	
		<u>64,614</u>		<u>57,910</u>	
CREDITORS: amounts falling due within one year					
Creditors and accruals	8	10,155		9,254	
NET CURRENT ASSETS			54,459		48,656
NET ASSETS			<u>54,459</u>		<u>48,656</u>

FUNDS OF THE CHARITY

Restricted project fund		2		2	
Unrestricted funds					
- Income fund	9	44,457		38,654	
Designated fund					
- Maintenance fund		10,000		10,000	
		<u>54,459</u>		<u>48,656</u>	

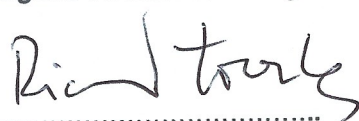
The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of there Companies Act 2006 with respect to the accounting records and the preparation of the

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

These accounts were approved by the directors on the 1st January 2025 and are signed on their behalf by:



Mr R T Townley

Company registration 4735777

Townley Memorial hall

Notes to the Financial Statements for the year ended 31 August 2024

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing these accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

The accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. The departure has involved following the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

There are no material uncertainties about the charities ability to continue in operation.

Income

Income receivable in cash as grants and donations are included in full in the statement of financial activities as soon as it is ascertainable. Any other income is recognised on receipt.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specified project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2024

1 Accounting policies continued

Taxation

No provision has been made for corporation tax as the charity is exempt.

Debtors

Trade and other debtors are recognised as the Charity is entitled to receive the funds.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Creditors and provisions are normally recognised at their settlement amount.

2 Income	Unrestricted funds	Total Funds 2024	Total Funds 2023
	£	£	£
Voluntary income			
Donations	1,139	1,139	35
	<u>1,139</u>	<u>1,139</u>	<u>35</u>
Income from charitable activities	Unrestricted funds	Total Funds 2024	Total Funds 2023
Hirings	106,619	106,619	97,061
Service charge	10,716	10,716	10,356
	<u>117,335</u>	<u>117,335</u>	<u>107,417</u>
Other income	Unrestricted funds	Total Funds 2024	Total Funds 2023
MUGA Grant	-	-	3,873
Solar Panels	1,513	1,513	1,225
Good Energy Grant	1,274	1,274	-
FCC Communities grant	-	-	-
	<u>2,787</u>	<u>2,787</u>	<u>5,098</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2024

3 Costs of charitable activity	Unrestricted funds	Total Funds 2024	Total Funds 2023
	£	£	£
Wages and national insurance	59,976	59,976	50,788
Repairs and maintenance	23,472	23,472	22,352
Gas, electric and water	19,990	19,990	22,759
Telephone	1,236	1,236	1,256
Insurance	3,311	3,311	3,738
Printing postage and stationery	500	500	596
Performing rights	3,226	3,226	(137)
	<u>111,710</u>	<u>111,710</u>	<u>101,352</u>
4 Average number of employees		2024	2023
		number	number
Average number of employees in the year		5	5
5 Other costs	Unrestricted funds	Total Funds 2024	Total Funds 2023
	£	£	£
Accountancy fees (see note 6)	1,338	1,338	1,080
Sundry expenses	2,410	2,410	1,661
	<u>3,748</u>	<u>3,748</u>	<u>2,741</u>
6 Net Incoming resources for the year	2024		2023
	£		£
This is stated after charging:			
Independent examiners fees:			
Taylor Keeble LLP	1,338		1,080
	<u>1,338</u>		<u>1,080</u>
7 Debtors		2024	2023
		£	£
Trade debtors		3,383	9,784
Prepayments		729	327
		<u>4,112</u>	<u>10,111</u>
8 Creditors: amounts falling due within one year			
Other tax and social security		1,097	1,002
Other creditors		-	-
Accruals and deferred income		9,058	8,252
		<u>10,155</u>	<u>9,254</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2024

9 Unrestricted income funds	2024	2023
	£	£
Balance at 1 September 2023	38,654	30,198
Incoming resources	121,261	112,550
Outgoing resources	<u>(115,458)</u>	<u>(104,094)</u>
Balance at 31 August 2024	<u>44,457</u>	<u>38,654</u>

10 Trustees' Remuneration

No trustees received remuneration or payment for expenses in the year ended 31 August 2024 (2023 - Nil).

11 Related parties

The charity is under the control of the Trustees as set out on page 2.

12 Other information

Townley Memorial Hall is a private company limited by guarantee in England.

Its registered office is:

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Accounts

Registered Charity Number
1100947
Company Number
4735777

Townley Memorial Hall
Report and Financial Statements
for the year ended
31 August 2023

Taylor Keeble LLP
Chartered Accountants

Townley Memorial Hall

Trustees

Mrs D Brown
Mr G A Coatesworth
Mrs P Cox
Mr J Cunningham (appointed 19/10/22)
Mr T Hands
Mr M Humphreys-Davies
Mr J Mair
Dr R Roberts (appointed 19/10/2022)
Mr D F Sheppard (resigned 11/08/2023)
Ms C Tabor
Mr S M Taylor
Mr R T Townley
Mr G Turnball-Jones
Mr T Vaughan-Lane (appointed 19/10/2022)
Mr R A L Ward

Company Secretary

Miss S Davies

Independent Examiners

Taylor Keeble LLP
Chartered Accountants
5 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Bankers

Lloyds Bank Plc
25 Gresham Street
London
EC2V 7HN

Registered office

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Charity number

1100947

Company number

4735777

Townley Memorial Hall

Trustees Report Year ended 31 August 2023

The trustees (who are also directors of the company for the purposes of the Companies Act) have pleasure in presenting their report and accounts of the charity for the year ending 31 August 2023. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Companies Act 2006, the Charities Act 2011 and Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Reference and administration details

Reference and administration details are shown in the schedule of members of the board and professional advisers on page 2 of the accounts

Structure, Governance and Management

Constitution

Townley Memorial Hall company registration 4735777 is a registered charity, number 1100947. It was incorporated on 9 February 2004 and registered as a charity on 16 September 2004. The company was set up under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to an amount of £1 each. The company is limited by guarantee. The charity is a Public Benefit Entity.

Appointment of trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board. The Board of Trustees, known as the Management Committee, is made up of the First Trustees (those who were trustees of the predecessor body), appointees of the Fulbourn Parish Council and the Fulbourn Sports and Social Institute (The Institute), those elected at the Annual General meeting proposed by affiliated members and those co-opted by the Management Committee. There is no maximum limit to the total number of trustees, although the appointees are limited to three for each body, as are those elected as representatives of affiliated members.

Training of trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. New trustees are required to confirm in writing their eligibility to serve.

Townley Memorial Hall

Trustees Report (continued)

Year ended 31 August 2023

Organisation structure and decision making

The Charity is governed by the Board of Trustees as listed in the information sheet.

The Board delegates certain management and development matters to sub committees and groups of trustees which report to the board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefits requirement under the Charities Act 2011.

Related party relationships

Close working is maintained with both the Fulbourn Parish Council and the Institute through their appointees on the Board and through their Officers. A Users' Group meets periodically through which affiliated members can propose representatives for election to the board, as mentioned above.

Risk Management

The Board maintain a continuous risk management system which enables them to evaluate and monitor any risks brought to their attention and to allow them to mitigate any risks, which may otherwise prevent them from achieving their objectives, and to comply with SORP 2005 annually.

The main risk is seen as retaining expenditure within expected income and the need to plan for future maintenance of the building and site.

Objectives and activities

The objects of the charity are to advance education, run a village hall and to promote for the benefit of the inhabitants of the Parish of Fulbourn (the area of benefit) and surrounding area, the provision of the facilities for recreation or other leisure time occupation of individuals who have the need of such facilities or for the public at large in the interests of social welfare.

To provide transport facilities in the area of benefit for people who have special need of such facilities. The charity keeps its policies under regular review. These are available for inspection in the office and on the website.

Strategies for achieving objectives

The Charity concentrates on maintaining and developing its main facility, the Fulbourn Centre, maximising its use by the inhabitants of Fulbourn and through lettings to clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations over other users.

Townley Memorial Hall
Trustees Report (continued)
Year ended 31 August 2023

Achievements and performance

Review of activities

A continuous stream of ad hoc booking requests and regular user groups made for a good start to the new financial year. However, with the constant rise in energy costs it was deemed necessary to increase hire rates from the beginning of 2023.

The Centre held a very successful Open Morning on the 5th of November 2022 where regular users and village clubs & businesses were in attendance and available to showcase their wares.

It was a great pleasure to welcome Sophie Payne to the team as the Centre's Admin. Assistant, and a new cleaner, Jade Beardsmore to assist Mick Powell, who continues to be a significant and valued member of staff.

Ian Harrison stepped down as a Trustee after six years' service, and Timothy Vaughan-Lane stepped in as the History Society representative. The year also saw the resignation of David Sheppard after just short of nineteen years' service. David was a big part in the inception of the Fulbourn Centre. Thanks are extended to both Ian and David for their contributions to the Trust over the years.

A very significant challenge has been the management of electricity usage. The Sports Hall lighting was replaced with LEDs, courtesy of funding from the MUGA via Ron Ward; and by the end of the FY a positive change could already be observed in the electricity bill.

The Centre undertook general maintenance and refurbishment, which included an electrical installation inspection; and a reseal of the Sports Hall floor at the end of August 2023.

Thanks go out to staff and Trustees for everything they do to keep the Centre running and for making it a nucleus for our village clubs and activities.

Reserves policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure. It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going Concern

Despite the adverse affects of the Pandemic, the Trustees are satisfied that the Charity remains a going concern.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Charity for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

Plans for the future periods

The trustees intend to maintain the premises in good working order and to carry out necessary improvements as funds become available. A maintenance plan has been drawn up to this end.

The trustees seek to further the interests of the residents of Fulbourn and the surrounding area through the provision of attractive premises and services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

Townley Memorial Hall

Trustees Report (continued)

Year ended 31 August 2023

Responsibilities of the trustees

The trustees (who are also directors of the Townley Memorial Hall) are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the directors 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

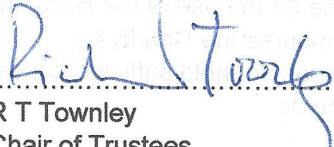
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with the legislation in the United Kingdom governing the preparation and dissemination of the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 17 January 2024 and signed on its behalf.


R T Townley
Chair of Trustees

Townley Memorial Hall

Independent examiner's report to the trustees/directors of Townley Memorial Hall

We report on the accounts of the Charity for the year ended 31 August 2023, which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Companies Act 2006.

It is our 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
- satisfy ourselves that the accounts are not required to be audited under Part 16 of the 2006 Act to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 directors 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements under section 396 of the Companies Act 2006 other than any requirements that the accounts give a 'true and fair view' and the accounts have been prepared in accordance with the Charities SORP (FRS 102) have not been met.



Taylor Keeble LLP
Chartered Accountants

22 January 2024

9 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Townley Memorial Hall

STATEMENT OF FINANCIAL ACTIVITIES year ended 31 August 2023

UNRESTRICTED FUNDS	NOTES	2023	2022
		£	£
Income	2		
Voluntary income		35	50
Income from charitable activities		107,417	91,772
Other income		5,098	6,294
TOTAL INCOME AND ENDOWMENTS		112,550	98,116
EXPENDITURE			
Charitable activities	3	101,353	83,008
Other	5	2,741	1,539
TOTAL EXPENDITURE		(104,094)	(84,547)
NET (EXPENDITURE)		8,456	13,569
RECONCILIATION OF FUNDS			
TOTAL FUNDS BROUGHT FORWARD		30,198	16,629
TOTAL FUNDS CARRIED FORWARD		38,654	30,198

Townley Memorial Hall

BALANCE SHEET as at 31 August 2023

UNRESTRICTED FUNDS

	NOTES	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Debtors	7	10,111		7,501	
Cash at bank & in hand		47,799		41,072	
		<u>57,910</u>		<u>48,573</u>	
CREDITORS: amounts falling due within one year					
Creditors and accruals	8	9,254		8,372	
NET CURRENT ASSETS			48,656		40,200
NET ASSETS			<u>48,656</u>		<u>40,200</u>
FUNDS OF THE CHARITY					
Restricted project fund			2		2
Unrestricted funds					
- Income fund	9		38,654		30,198
Designated fund					
- Maintenance fund			10,000		10,000
			<u>48,656</u>		<u>40,200</u>

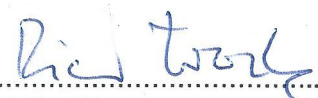
The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of there Companies Act 2006 with respect to the accounting records and the preparation of the

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

These accounts were approved by the directors on the 17 January 2024 and are signed on their behalf by:


Mr R T Townley

Company registration 4735777

Townley Memorial hall

Notes to the Financial Statements for the year ended 31 August 2023

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing these accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

The accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. The departure has involved following the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

There are no material uncertainties about the charities ability to continue in operation.

Income

Income receivable in cash as grants and donations are included in full in the statement of financial activities as soon as it is ascertainable. Any other income is recognised on receipt.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specified project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2023

1 Accounting policies continued

Taxation

No provision has been made for corporation tax as the charity is exempt.

Debtors

Trade and other debtors are recognised as the Charity is entitled to receive the funds.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Creditors and provisions are normally recognised at their settlement amount.

2 Income	Unrestricted funds	Total Funds 2023	Total Funds 2022
Voluntary income	£	£	£
Donations	35	35	50
	<u>35</u>	<u>35</u>	<u>50</u>
Income from charitable activities	Unrestricted funds	Total Funds 2023	Total Funds 2022
Hirings	97,061	97,061	82,202
Service charge	10,356	10,356	9,570
	<u>107,417</u>	<u>107,417</u>	<u>91,772</u>
Other income	Unrestricted funds	Total Funds 2023	Total Funds 2022
MUGA Grant	3,873	3,873	-
Solar Panels	1,225	1,225	-
SCDC Covid-19 grant	-	-	4,000
FCC Communities grant	-	-	2,294
	<u>5,098</u>	<u>5,098</u>	<u>6,294</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2023

3 Costs of charitable activity	Unrestricted funds	Total Funds 2023	Total Funds 2022
	£	£	£
Wages and national insurance	50,788	50,788	41,659
Repairs and maintenance	22,352	22,352	15,602
Gas, electric and water	22,759	22,759	19,034
Telephone	1,256	1,256	1,100
Insurance	3,738	3,738	3,504
Printing postage and stationery	596	596	267
Performing rights	(137)	(137)	1,842
	<u>101,353</u>	<u>101,353</u>	<u>83,008</u>
4 Average number of employees		2023	2022
		number	number
Average number of employees in the year		5	3
5 Other costs	Unrestricted funds	Total Funds 2023	Total Funds 2022
	£	£	£
Accountancy fees (see note 6)	1,080	1,080	1,080
Sundry expenses	1,661	1,661	459
	<u>2,741</u>	<u>2,741</u>	<u>1,539</u>
6 Net Incoming resources for the year	2023		2022
	£		£
This is stated after charging:			
Independent examiners fees:			
Taylor Keeble LLP	1,080		1,080
	<u>1,080</u>		<u>1,080</u>
7 Debtors		2023	2022
		£	£
Trade debtors		9,785	6,716
Prepayments		327	785
		<u>10,111</u>	<u>7,501</u>
8 Creditors: amounts falling due within one year			
Other tax and social security		1,002	979
Other creditors		-	-
Accruals and deferred income		8,252	7,394
		<u>9,254</u>	<u>8,372</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2023

9 Unrestricted income funds	2023	2022
	£	£
Balance at 1 September 2021	30,198	16,629
Incoming resources	112,550	98,116
Outgoing resources	(104,094)	(84,547)
Balance at 31 August 2022	<u>38,654</u>	<u>30,198</u>

10 Trustees' Remuneration

No trustees received remuneration or payment for expenses in the year ended 31 August 2023 (2021 - Nil).

11 Related parties

The charity is under the control of the Trustees as set out on page 2.

12 Other information

Townley Memorial Hall is a private company limited by guarantee in England.

Its registered office is:

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Accounts

Registered Charity Number

1100947

Company Number

4735777

Townley Memorial Hall
Report and Financial Statements
for the year ended
31 August 2022

Taylor Keeble LLP
Chartered Accountants

Townley Memorial Hall

Trustees Report Year ended 31 August 2022

The trustees (who are also directors of the company for the purposes of the Companies Act) have pleasure in presenting their report and accounts of the charity for the year ending 31 August 2022. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Companies Act 2006, the Charities Act 2011 and Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Reference and administration details

Reference and administration details are shown in the schedule of members of the board and professional advisers on page 2 of the accounts.

Structure, Governance and Management

Constitution

Townley Memorial Hall company registration 4735777 is a registered charity, number 1100947. It was incorporated on 9 February 2004 and registered as a charity on 16 September 2004. The company was set up under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to an amount of £1 each. The company is limited by guarantee. The charity is a Public Benefit Entity.

Appointment of trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board.

The Board of Trustees, known as the Management Committee, is made up of the First Trustees (those who were trustees of the predecessor body), appointees of the Fulbourn Parish Council and the Fulbourn Sports and Social Institute (The Institute), those elected at the Annual General meeting proposed by affiliated members and those co-opted by the Management Committee. There is no maximum limit to the total number of trustees, although the appointees are limited to three for each body, as are those elected as representatives of affiliated members.

Training of trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. New trustees are required to confirm in writing their eligibility to serve.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2022

Achievements and performance

Review of activities

The Trust started out on a good financial footing and the Centre provided a covid safe environment for all users to regroup. The Trust, however, continued to need to be mindful of non-urgent expenditure, with only big remedial works to be undertaken. The outside boiler, supplying the meeting rooms and FISSC, was replaced at the beginning of 2022, and this has proved worthy of the expense. Another major issue proved to be the Sports Hall lighting, several banks of lights failed, and like-for-like replacements were put in place in July.

The Centre went from strength-to-strength welcoming back old users and new. Unfortunately, due to poor attendance figures the Friday Bridge Club faltered but the remaining two Clubs continue to have a strong support. The Sports Hall remains well-used and is a great source of income for the Centre, as is the Green Room which is occupied by Addenbrookes Radiology Department. The Centre also saw an influx of ad hoc bookings, especially for children's parties, which brought in a steady income during the summer months.

As the year progressed the Trust gave great consideration to the rise in the costs of living, particularly the steep rise in energy costs, and took the decision to increase all hire rates from the beginning of 2023.

The Trustees would like to thank their staff for their continued support, with especial thanks to Mick Powell for always going that extra mile to ensure the Centre remains well-polished.

Reserves policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure.

It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going Concern

Despite the adverse effects of the Pandemic, the Trustees are satisfied that the Charity remains a going concern.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Charity for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

Plans for the future periods

The trustees intend to maintain the premises in good working order and to carry out necessary improvements as funds become available. A maintenance plan has been drawn up to this end.

The trustees seek to further the interests of the residents of Fulbourn and the surrounding area through the provision of attractive premises and services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

Townley Memorial Hall

Independent examiner's report to the trustees/directors of Townley Memorial Hall

We report on the accounts of the Charity for the year ended 31 August 2022, which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Companies Act 2006.

It is our 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
- satisfy ourselves that the accounts are not required to be audited under Part 16 of the 2006 Act to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 directors 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements under section 396 of the Companies Act 2006 other than any requirements that the accounts give a 'true and fair view' and the accounts have been prepared in accordance with the Charities SORP (FRS 102) have not been met.



Taylor Keeble LLP
Chartered Accountants

24 feb 2023

9 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Townley Memorial Hall

**BALANCE SHEET
as at 31 August 2022**

UNRESTRICTED FUNDS

	NOTES	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Debtors	7	7,501		7,703	
Cash at bank & in hand		<u>41,072</u>		<u>34,720</u>	
		<u>48,573</u>		<u>42,423</u>	
CREDITORS: amounts falling due within one year					
Creditors and accruals	8	<u>8,372</u>		<u>6,953</u>	
NET CURRENT ASSETS			40,200		35,470
NET ASSETS			<u><u>40,200</u></u>		<u><u>35,470</u></u>
FUNDS OF THE CHARITY					
Restricted project fund			2		2
Unrestricted funds					
- Income fund	9		30,198		16,629
Designated fund					
- Maintenance fund			<u>10,000</u>		<u>10,000</u>
			<u><u>40,200</u></u>		<u><u>26,631</u></u>

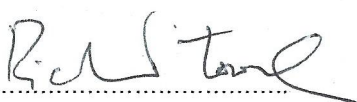
The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to the accounting records and the preparation of the

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

These accounts were approved by the directors on the 18.01.2023 and are signed on their behalf by:


Mr. R T Townley

Company registration 4735777

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2022

1 Accounting policies continued

Taxation

No provision has been made for corporation tax as the charity is exempt.

Debtors

Trade and other debtors are recognised as the Charity is entitled to receive the funds.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

2 Income

	Unrestricted funds	Total Funds 2022	Total Funds 2021
	£	£	£
Voluntary income			
Donations	50	50	-
	<u>50</u>	<u>50</u>	<u>-</u>
 Income from charitable activities			
	Unrestricted funds	Total Funds 2022	Total Funds 2021
Hirings	82,202	82,202	35,262
Service charge	9,570	9,570	3,026
	<u>91,772</u>	<u>91,772</u>	<u>38,288</u>
 Other income			
	Unrestricted funds	Total Funds 2022	Total Funds 2021
Job retention scheme grants		-	5,227
SCDC Covid-19 grant	4,000	4,000	31,857
FCC Communities grant	2,294	2,294	5,220
	<u>6,294</u>	<u>6,294</u>	<u>42,304</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2022

9 Unrestricted income funds	2022	2021
	£	£
Balance at 1 September 2021	16,629	22,940
Incoming resources	98,116	80,592
Outgoing resources	<u>(84,547)</u>	<u>(86,903)</u>
Balance at 31 August 2022	<u>30,198</u>	<u>16,629</u>

10 Trustees' Remuneration

No trustees received remuneration or payment for expenses in the year ended 31 August 2022 (2021 - Nil).

11 Related parties

The charity is under the control of the Trustees as set out on page 2.

12 Other information

Townley Memorial Hall is a private company limited by guarantee in England.

Its registered office is:

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Townley Memorial Hall

Trustees

Mrs. D Brown
Mr. G A Coatesworth
Mrs. P Cox
Mr. J Cunningham (appointed 19/10/22)
Mr. T Hands
Dr. I C Harrison (resigned 16/10/2021)
Mr. M Humphreys-Davies
Mrs. T S Lockwood (resigned 17/11/2021)
Mr. J Mair
Dr. R Roberts (appointed 19/10/2022)
Mr. D F Sheppard
Miss C Tabor
Mr. S M Taylor
Mr. R T Townley
Mr. G Turnbull-Jones
Mr. T Vaughan-Lane (appointed 19/10/2022)
Mr. R A L Ward

Company Secretary

Miss S Davies

Independent Examiners

Taylor Keeble LLP
Chartered Accountants
9 Caxton House
Broad Street
Cambourne
Cambridge
CB23 6JN

Bankers

Lloyds Bank Plc
Cattle Market Cambridge
78-80 Cherry Hinton Road
Cambridge
CB1 7BH

Registered office

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Charity number
1100947

Company number
4735777

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2022

Organisation structure and decision making

The Charity is governed by the Board of Trustees as listed in the information sheet. The Board delegates certain management and development matters to sub committees and groups of trustees which report to the board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee. In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefits requirement under the Charities Act 2011.

Related party relationships

Close working is maintained with both the Fulbourn Parish Council and the Institute through their appointees on the Board and through their Officers. A Users' Group meets periodically through which affiliated members can propose representatives for election to the board, as mentioned above.

Risk Management

The Board maintain a continuous risk management system which enables them to evaluate and monitor any risks brought to their attention and to allow them to mitigate any risks, which may otherwise prevent them from achieving their objectives, and to comply with SORP 2005 annually. The main risk is seen as retaining expenditure within expected income and the need to plan for future maintenance of the building and site.

Objectives and activities

The objects of the charity are to advance education, run a village hall and to promote for the benefit of the inhabitants of the Parish of Fulbourn (the area of benefit) and surrounding area, the provision of the facilities for recreation or other leisure time occupation of individuals who have the need of such facilities or for the public at large in the interests of social welfare. To provide transport facilities in the area of benefit for people who have special need of such facilities. The charity keeps its policies under regular review. These are available for inspection in the office and on the website.

Strategies for achieving objectives

The Charity concentrates on maintaining and developing its main facility, the Fulbourn Centre, maximising its use by the inhabitants of Fulbourn and through lettings to clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations over other users.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2022

Responsibilities of the trustees

The trustees (who are also directors of the Townley Memorial Hall) are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the directors 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

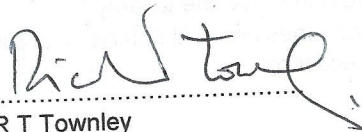
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with the legislation in the United Kingdom governing the preparation and dissemination of the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on... 18.01.2023 ...2023 and signed on its behalf.



R T Townley
Chair of Trustees

Townley Memorial Hall

STATEMENT OF FINANCIAL ACTIVITIES year ended 31 August 2022

UNRESTRICTED FUNDS	NOTES	2022		2021	
		£	£	£	£
Income	2		50		-
Voluntary income			91,772		38,288
Income from charitable activities			6,294		42,304
Other income					
			<u>98,116</u>		<u>80,592</u>
TOTAL INCOME AND ENDOWMENTS					
EXPENDITURE					
Charitable activities	3	83,008		85,592	
Other	5	1,539		1,311	
		<u></u>	<u>(84,547)</u>	<u></u>	<u>(86,903)</u>
TOTAL EXPENDITURE					
			<u>13,569</u>		<u>(6,311)</u>
NET (EXPENDITURE)					
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD			16,629		22,940
TOTAL FUNDS CARRIED FORWARD			<u><u>30,198</u></u>		<u><u>16,629</u></u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2022

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing these accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

The accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. The departure has involved following the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

There are no material uncertainties about the charities ability to continue in operation.

Income

Income receivable in cash as grants and donations are included in full in the statement of financial activities as soon as it is ascertainable. Any other income is recognised on receipt.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specified project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2022

3 Costs of charitable activity	Unrestricted	Total Funds	Total Funds
	funds	2022	2021
	£	£	£
Wages and national insurance	41,659	41,659	40,477
Repairs and maintenance	15,602	15,602	31,301
Gas, electric and water	19,034	19,034	8,154
Telephone	1,100	1,100	1,428
Insurance	3,504	3,504	3,714
Printing postage and stationery	267	267	518
Performing rights	1,842	1,842	-
	<u>83,008</u>	<u>83,008</u>	<u>85,592</u>

4 Average number of employees	2022	2021
	number	number
Average number of employees in the year	3	3

5 Other costs	Unrestricted	Total Funds	Total Funds
	funds	2022	2021
	£	£	£
Accountancy fees (see note 6)	1,080	1,080	1,080
Sundry expenses	459	459	231
	<u>1,539</u>	<u>1,539</u>	<u>1,311</u>

6 Net Incoming resources for the year	2022	2021
	£	£
This is stated after charging:		
Independent examiners fees:	-	-
Nicholas Cliffe & Co Ltd	1,080	1,080
Taylor Keeble LLP	1,080	1,080
	<u>1,080</u>	<u>1,080</u>

7 Debtors	2022	2021
	£	£
Trade debtors	6,716	6,928
Prepayments	785	775
	<u>7,501</u>	<u>7,703</u>

8 Creditors: amounts falling due within one year	2022	2021
	£	£
Other tax and social security	979	1,127
Other creditors	-	2,514
Accruals and deferred income	7,394	3,312
	<u>8,372</u>	<u>6,953</u>

Accounts

Registered Charity Number
1100947
Company Number
4735777

Townley Memorial Hall
Report and Financial Statements
for the year ended
31 August 2021

Alan S Kindred
Chartered Accountants

Townley Memorial Hall

Trustees

Mrs D Brown
Mr G A Coatesworth
Mrs P Cox
Mrs C Fagg (resigned 07/04/2021)
Mr T Hands
Dr I C Harrison
Mr M Humphery-Davies (appointed 22/07/2021)
Mrs T S Lockwood
Mr J Mair
Mr D F Sheppard
Ms C Tabor (appointed 22/07/2021)
Mr S M Taylor
Mr R T Townley
Mr G Turnbull-Jones
Mr T Vaughan-Lane (resigned 14/01/2021)
Mr R A L Ward

Company Secretary

Miss S Davies

Independent Examiners

Alan S Kindred
Chartered Accountants
Normans Corner
41 Church Lane
Fulbourn
Cambridge
CB21 5EP

Bankers

Lloyds Bank Plc
Cattle Market Cambridge
78-80 Cherry Hinton Road
Cambridge
CB1 7BH

Registered office

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

Charity number

1100947

Company number

4735777

Townley Memorial Hall
Trustees Report
Year ended 31 August 2021

The trustees (who are also directors of the company for the purposes of the Companies Act) have pleasure in presenting their report and accounts of the charity for the year ending 31 August 2021. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Companies Act 2006, the Charities Act 2011 and Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Reference and administration details

Reference and administration details are shown in the schedule of members of the board and professional advisers on page 2 of the accounts

Structure, Governance and Management

Constitution

Townley Memorial Hall company registration 4735777 is a registered charity, number 1100947. It was incorporated on 9 February 2004 and registered as a charity on 16 September 2004. The company was set up under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to an amount of £1 each. The company is limited by guarantee. The charity is a Public Benefit Entity.

Appointment of trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board. The Board of Trustees, known as the Management Committee, is made up of the First Trustees (those who were trustees of the predecessor body), appointees of the Fulbourn Parish Council and the Fulbourn Sports and Social Institute (The Institute), those elected at the Annual General meeting proposed by affiliated members and those co-opted by the Management Committee. There is no maximum limit to the total number of trustees, although the appointees are limited to three for each body, as are those elected as representatives of affiliated members.

Training of trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. New trustees are required to confirm in writing their eligibility to serve.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2021

Organisation structure and decision making

The Charity is governed by the Board of Trustees as listed in the information sheet. The Board delegates certain management and development matters to sub committees and groups of trustees which report to the board. Trustees are required to declare any conflicts of interest that might arise at each meeting of the Management Committee. In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefits requirement under the Charities Act 2011.

Related party relationships

Close working is maintained with both the Fulbourn Parish Council and the Institute through their appointees on the Board and through their Officers. A Users' Group meets periodically through which affiliated members can propose representatives for election to the board, as mentioned above.

Risk Management

The Board maintain a continuous risk management system which enables them to evaluate and monitor any risks brought to their attention and to allow them to mitigate any risks, which may otherwise prevent them from achieving their objectives, and to comply with SORP 2005 annually. The main risk is seen as retaining expenditure within expected income and the need to plan for future maintenance of the building and site.

Objectives and activities

The objects of the charity are to advance education, run a village hall and to promote for the benefit of the inhabitants of the Parish of Fulbourn (the area of benefit) and surrounding area, the provision of the facilities for recreation or other leisure time occupation of individuals who have the need of such facilities or for the public at large in the interests of social welfare.

To provide transport facilities in the area of benefit for people who have special need of such facilities. The charity keeps its policies under regular review. These are available for inspection in the office and on the website.

Strategies for achieving objectives

The Charity concentrates on maintaining and developing its main facility, the Fulbourn Centre, maximising its use by the inhabitants of Fulbourn and through lettings to clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations over other users.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2021

Achievements and performance

Review of activities

The past year has been a challenging one for everyone and especially those directly affected by Covid. Once restrictions were lifted, people were justifiably nervous but also eager to return to the Centre to continue participating in their regular group activities. We were delighted to reopen, welcome back users and saw an influx of keen sports players who patiently waited for Covid restrictions to relax and enable them to play and socialise in groups once more.

Tim Vaughan-Lane resigned as Treasurer in January 2021. The Trust is thankful for Tim's valuable contribution over the past five years and for all he accomplished in his role as Chair of Operations.

Sue Davies took on the role of Centre Manager to oversee all things operational, as well as standing in to deal with financial matters, and continues to deal with room hires.

The Centre continued to provide a Covid safe environment for its users with cleaning kits and hand sanitisers remaining in place and used habitually. Mick Powell continued to maintain a high standard in keeping the Centre polished and user-friendly and Wilf Rogers took on the role of late-night cleaner and lock-up.

The Trust was fortunate to receive restriction grants from SCDC to supplement the loss of income brought about from closure and limited permitted activities. The periods of closure enabled remedial works to be undertaken to the gent's toilets and to replace the flooring in the meeting room.

The Trust welcomed two new Trustees in July. Caroline Tabor and Mike Humphreys-Davies, who was appointed as the new Treasurer.

The Centre remains financially robust and thanks should be conveyed to its users for their continued support.

Reserves policy

The Charity has adopted a policy of maintaining a reserve of at least six months expenditure. It also sets aside a sum each year sufficient for future capital expenditure on major items of improvement or replacement.

Going Concern

Despite the adverse affects of the Pandemic, the Trustees are satisfied that the Charity remains a going concern.

Principal funding

The bulk of the present funding is provided from hirings, the charges made for the use of the Halls and Meeting Rooms, together with service charges paid by the Institute to reimburse the Charity for expenditure linked to their occupation of the club premises. The Charity does not hold sufficient funds to warrant investment other than that held from time to time in its bank accounts.

Plans for the future periods

The trustees intend to maintain the premises in good working order and to carry out necessary improvements as funds become available. A maintenance plan has been drawn up to this end.

The trustees seek to further the interests of the residents of Fulbourn and the surrounding area through the provision of attractive premises and services for their enjoyment and practical use. Visitors to the Fulbourn Centre from other localities often mention how lucky the village is to have such a facility.

Townley Memorial Hall

Trustees Report (continued) Year ended 31 August 2021

Responsibilities of the trustees

The trustees (who are also directors of the Townley Memorial Hall) are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the directors 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

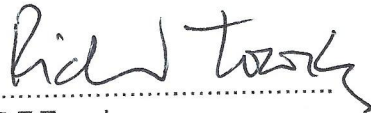
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with the legislation in the United Kingdom governing the preparation and dissemination of the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on...19.01.....2021 and signed on its behalf.



R T Townley
Chair of Trustees

Townley Memorial Hall

Independent examiner's report to the trustees/directors of Townley Memorial Hall

We report on the accounts of the Charity for the year ended 31 August 2021, which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Companies Act 2006.

It is our 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
- satisfy ourselves that the accounts are not required to be audited under Part 16 of the 2006 Act to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 directors 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements under section 396 of the Companies Act 2006 other than any requirements that the accounts give a 'true and fair view' and the accounts have been prepared in accordance with the Charities SORP (FRS 102) have not been met.


.....
Alan S Kindred
Chartered Accountants

Normans Corner
41 Church Lane
Fulbourn
Cambridge
CB21 5EP

.....31.1.2022

Townley Memorial Hall
STATEMENT OF FINANCIAL ACTIVITIES
year ended 31 August 2021

UNRESTRICTED FUNDS	NOTES	£	2021 £	£	2020 £
Income	2				
Voluntary income			-		1,140
Income from charitable activities			38,288		46,757
Other income			42,304		32,889
TOTAL INCOME AND ENDOWMENTS			<u>80,592</u>		<u>80,786</u>
EXPENDITURE					
Charitable activities	3	85,592		78,298	
Other	5	1,311		3,009	
TOTAL EXPENDITURE			<u>(86,903)</u>		<u>(81,307)</u>
NET (EXPENDITURE)			<u>(6,311)</u>		<u>(521)</u>
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD			22,940		23,461
TOTAL FUNDS CARRIED FORWARD			<u><u>16,629</u></u>		<u><u>22,940</u></u>

Townley Memorial Hall

BALANCE SHEET as at 31 August 2021

UNRESTRICTED FUNDS

	NOTES	2021	2020
		£	£
CURRENT ASSETS			
Debtors	7	7,703	2,221
Cash at bank & in hand		25,881	34,720
		<u>33,584</u>	<u>36,941</u>
CREDITORS: amounts falling due within one year			
Creditors and accruals	8	<u>6,953</u>	<u>3,999</u>
NET CURRENT ASSETS		26,631	32,942
NET ASSETS		<u>26,631</u>	<u>32,942</u>
FUNDS OF THE CHARITY			
Restricted project fund		2	2
Unrestricted funds			
- Income fund	9	16,629	22,940
Designated fund			
- Maintenance fund		10,000	10,000
		<u>26,631</u>	<u>32,942</u>

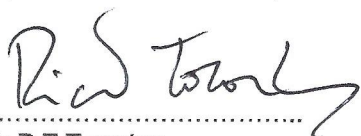
The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of there Companies Act 2006 with respect to the accounting records and the preparation of the

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

These accounts were approved by the directors on the 19.01.2022 and are signed on their behalf by:



Mr R T Townley

Company registration 4735777

Townley Memorial hall

Notes to the Financial Statements for the year ended 31 August 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing these accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

The accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. The departure has involved following the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

There are no material uncertainties about the charities ability to continue in operation.

Income

Income receivable in cash as grants and donations are included in full in the statement of financial activities as soon as it is ascertainable. Any other income is recognised on receipt.

Resources expended

Resources expended are allocated to the different funds as the costs arise.

Funds

Restricted funds consist of monies provided by grant or donation for defined purposes as specified by the donor.

Designated funds consist of funds earmarked by the trustees for a specified project or purpose.

Unrestricted funds consist of monies provided for general charitable activities.

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2021

1 Accounting policies continued

Taxation

No provision has been made for corporation tax as the charity is exempt.

Debtors

Trade and other debtors are recognised as the Charity is entitled to receive the funds.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

2 Income	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£
Voluntary income			
Donations	-	-	1,140
	-	-	1,140
 Income from charitable activities	 Unrestricted funds	 Total Funds 2021	 Total Funds 2020
Hirings	35,262	35,262	37,025
Service charge	3,026	3,026	9,732
	38,288	38,288	46,757
 Other income	 Unrestricted funds	 Total Funds 2021	 Total Funds 2020
Job retention scheme grants	5,227	5,227	2,889
SCDC Covid-19 grant	31,857	31,857	25,000
FCC Communities grant	5,220	5,220	5,000
	42,304	42,304	32,889

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2021

3 Costs of charitable activity	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£
Wages and national insurance	40,477	40,477	35,629
Repairs and maintenance	31,301	31,301	26,811
Gas, electric and water	8,154	8,154	8,485
Telephone	1,428	1,428	1,037
Insurance	3,714	3,714	4,644
Printing postage and stationery	518	518	163
Performing rights	-	-	1,529
	<u>85,592</u>	<u>85,592</u>	<u>78,298</u>
4 Average number of employees		2021	2020
		number	number
Average number of employees in the year		3	4
5 Other costs	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£
Accountancy fees (see note 6)	1,080	1,080	840
Sundry expenses	231	231	2,169
	<u>1,311</u>	<u>1,311</u>	<u>3,009</u>
6 Net Incoming resources for the year	2021		2020
	£		£
This is stated after charging:			
Independent examiners fees:			60
Nicholas Cliffe & Co Ltd	-		780
Alan S Kindred	1,080		840
	<u>1,080</u>		<u>840</u>
7 Debtors		2021	2020
		£	£
Trade debtors		6,928	1,332
Prepayments		775	889
		<u>7,703</u>	<u>2,221</u>
8 Creditors: amounts falling due within one year			
Other tax and social security		1,127	1,620
Other creditors		2,514	-
Accruals and deferred income		3,312	2,379
		<u>6,953</u>	<u>3,999</u>

Townley Memorial Hall

Notes to the Financial Statements for the year ended 31 August 2021

9 Unrestricted income funds	2021	2020
	£	£
Balance at 1 September 2020	22,940	23,461
Incoming resources	80,592	80,786
Outgoing resources	<u>(86,903)</u>	<u>(81,307)</u>
Balance at 31 August 2021	<u>16,629</u>	<u>22,940</u>

10 Trustees' Remuneration

No trustees received remuneration or payment for expenses in the year ended 31 August 2021 (2020 - Nil).

11 Related parties

The charity is under the control of the Trustees as set out on page 2.

12 Other information

Townley Memorial Hall is a private company limited by guarantee in England.

Its registered office is:

The Fulbourn Centre
31 Home End
Fulbourn
Cambridge
CB21 5BS

