

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.

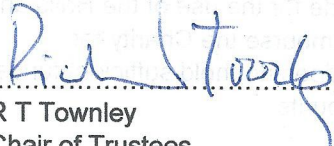
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations, and the Companies 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>

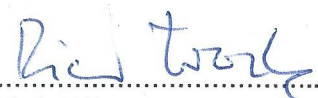
The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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