



Hook Village Halls
Charitable Association

Registered Charity 1117754

Company registration number 6042998

HOOK VILLAGE HALLS CHARITABLE ASSOCIATION

(A company limited by guarantee and not having a share capital)

Accounts for the year ended 31 March 2024

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Accounts for the year ended 31st March 2024

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Statutory Information

The following information forms part of the Report of the Directors and Trustees

The company's registered office is:

Elizabeth Hall
Raven Road
Hook
Hampshire
RG27 9HH
Telephone 01256 760442

The company was incorporated on 5 January 2007, number 6042998. It is also a registered charity, number 1117754.

The following have served as Directors and Trustees during the year ended 31st March 2024 and subsequently.

Name	Position	Notes
Margaret Kirtley	Director/Treasurer/Secretary	
Jeff Burke	Director	
Graham Wickenden	Director	
Sue Hinton	Director	
David Saunderson	Director/Chairman	
Molly Greenland (nee Drew)	Director	Resigned 25/9/23; Re-appointed 26/03/2024
Michael Ward	Director	
Louise Coster-Mills	Director	
Ian Sealy	Director	Appointed 26/03/2024
Pierce Joseph Moore	Director	Deceased 24/03/2024

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The independent examiner is:
Claire Connell MA, ACA, CTA
86 Silverdale Road
Earley
Reading RG6 7LT

The company's bankers are Lloyds Bank, Winchester Street, Basingstoke RG21 7EB. Investments are held with Aldermore Business Bank, Cambridge & Counties Bank and Charity Bank

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Report of the Trustees and Directors

The Trustees have pleasure in submitting their report for the period. The Trustees who have served during the period are listed on the page 1, along with the other statutory information that forms part of the annual report. This report is to be presented at the 2024 annual general meeting.

Objects and activities

The company's objects are stated in its Memorandum of Association as:

"To provide or assist in the provision of facilities in the interests of social welfare for the benefit of the inhabitants of Hook Parish and within its vicinity for recreation or other leisure time occupation of individuals including those who have the need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life;

To advance education and the religious and intellectual development of the members of the community; and

Such other charitable purposes as the Charity's officers in their discretion shall see fit for exclusively charitable objects or purposes in any part of Hook Parish."

The company operates two community halls in Hook, namely the Elizabeth Hall and the Hook Community Centre. The Charity's halls provide much-needed public facilities to enable the residents and community organisations of Hook and surrounding villages to meet and pursue their mutual interests and thus enhance the social welfare of the community in general. Many of the regular users are charitable or not-for-profit organisations. The directors are mindful of the Charity Commission's guidance on public benefit.

Achievements and Performance

The company finished the year with a surplus of £71,358 compared with a surplus of £51,769 the previous year.

The company is managing the Community Centre under the terms of a lease and accompanying service level agreement with Hook Parish Council, which were both concluded on 9th August 2017.

The lease states that the Hook Parish Council will cover any losses incurred by the Community Centre during the year.

1 director has resigned during the year and 1 director died but we have also taken on 2 new directors. It continues to be difficult to attract and retain new directors.

The company has reviewed its procedures and policies. A policy and procedures manual has been produced and is reviewed from time to time. A health & safety policy has been agreed along with a risk assessment document.

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Financial review

The attached Statement of Financial Activities summarises the company's income and expenditure for the year and shows a surplus of £71,358 for the year. This is supplemented by more detailed analyses in the Notes to the Accounts. The surplus comprises the following:

	£
Net surplus from hall lettings after normal expenses (see below)	61,057
Grants and donations	1,600
Bank interest	8,701
Surplus for the year	71,358

The surplus on hall lettings arises from:

		£
Surpluses before staff and admin costs:	Elizabeth Hall	52,445
	Hook Community Centre	61,704
Staff costs, both facilities		-44,214
Administration		-6,349
Publicity and fund raising		-2,529
		61,057

The community halls have a strong core of regular hirers and tenants. Marketing efforts to attract new hirers continues to be a vital part of the overall strategy to build the business. Aside from exceptional costs, income is normally sufficient to cover normal operating expenses.

The balance sheet shows net assets of £411,938 at 31st March 2024, the majority of which is represented by cash balances. These funds have been allocated mainly to designated reserves earmarked towards future maintenance as follows:

- Elizabeth Hall sinking fund – this holds £50,000 and is set aside to cover long term capital expenditure. It will be topped up at the end of each year if necessary.
- Elizabeth Hall reserve – this holds £30,000 and is to cover short term unexpected maintenance not already provided for in the budget. It will be topped up at the end of each year if necessary.
- Community Centre sinking fund – this holds £20,000 for long term maintenance, in particular to cover any costs related to handing back the building to Hook Parish Council at the completion or termination of the lease.

The Strategic Fund stands at £44,301. Also there is a re-investment fund of £86,232 and Retained Earnings of £180,805, both of which provide working capital and a contingency against unexpected costs.

A provisional budget for the year commencing 1st April 2024 indicates that the company is likely to incur a surplus of approx. £40k.

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Plans for future period

We are in the process of planning the installation of 2 lifts in order to make the 2 upper floor rooms of the Community Centre accessible to all. This has an estimated cost of £120k, £55,554 of which will be covered by a grant from the Government Levelling Up Department's UK Shared Prosperity Fund. Planning permission was granted on 5th December 2023.

The charity is in the process of getting quotes to make improvements to the outside area of the Elizabeth Hall and to install patio doors from the rear of the building in order to make better use of this new area. It is expected to have this work completed over the summer holidays at an approximate cost of £40k.

Structure, governance and management

Whilst the directors have overall responsibility for the company's affairs and meet monthly, day to day operational responsibilities have been delegated to the staff, in consultation with the directors as appropriate. The financial ledgers are maintained by the treasurer, who is also a director. Financial reports are presented at each monthly meeting.

The company's statutory particulars, including names of directors, are on page 1.

The directors have considered the major risks to which the company is exposed, and the systems that have been established to mitigate these risks. Many of these risks are appropriately covered by the insurance policies, and its policies are communicated to all staff and consultants.

Company law requires the directors to prepare annual accounts that give a true and fair view of the state of affairs of the company at the year end and of its financial activities during the period. The Trustees should:

- Select suitable accounting policies and apply them prudently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the company to enable them to ensure that the accounts comply with the Companies' Act 2006 and the charities accounting SORP 2019. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The company is entitled to exemption from audit for the year ended 31st March 2024 both under the Companies Act 2006 and the Charities Act 2011; but, as a charity, it is required to have independent scrutiny of its accounts. The directors have therefore taken advantage of audit exemption. This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Signed for the Trustees,



David Saunderson
Chairman and trustee

Date: 24/6/24

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Independent examiner's report to the Trustees of Hook Village Halls

I report to the charity trustees on the accounts of the Company for the year ended 31st March 2024, which are set out on the pages 7 to 12 attached.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe that:

- a) Accounting records were not kept by the Company as required by section 386 of the 2006 Act; or
- b) The accounts do not accord with those records; or
- c) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts should give a 'true and fair view', which is not a matter considered as part of the independent examination; or
- d) The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

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



Claire Connell MA, ACA, CTA

Member of the Institute of Chartered Accountants in England and Wales

86 Silverdale Road

Earley

Reading RG6 7LT

Date: 8th July 2024

Hook Village Halls Charitable Association
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Statement of Financial Activities including Income and Expenditure Account for the year ended 31st March 2024

		<u>2024</u> <u>Unrestricted</u> <u>£</u>	<u>2024</u> <u>Restricted</u> <u>£</u>	<u>2024</u> <u>Total</u> <u>£</u>	<u>2023</u> <u>£</u>
Note					
Incoming and endowments from:					
Donations and legacies		0	1,600	1,600	1,269
Charitable activities carried out at:					
Elizabeth Hall	2	109,108		109,108	91,687
Hook Community Centre	2	156,451		156,451	138,660
Other income	3	0		0	0
Bank interest		8,701		8,701	3,464
Total		274,260	1,600	275,860	235,080
Expenditure on:					
Raising funds		2,529	-	2,529	2,525
Charitable activities	4	200,973	1,000	201,973	180,786
Total		203,502	1,000	204,502	183,311
Surplus/Deficit(-) for the year		70,758	600	71,358	51,769
Transfers between funds				-	-
Net movement in funds		70,758	600	71,358	51,769
Total funds brought forward		340,580	0	340,580	288,811
Total funds carried forward		411,338	600	411,938	340,580

The Notes referred to above form part of these financial statements

The statement of financial activities includes all gains and losses recognised during the year.

All of the income and expenditure derive from continuing activities.

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Balance Sheet as at 31st March 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
Fixed assets			
Tangible assets	6	54,760	13,554
Current assets			
Debtors	7	18,431	16,115
Prepaid expenses		8,348	13,234
Bank Interest accrued		2,991	2,157
		29,769	31,506
Cash at bank and in hand	8	348,134	316,601
		377,903	348,107
Creditors: amounts falling due within one year			
Creditors and accruals	9	20,726	21,081
		357,178	327,026
Net assets		411,938	340,580
Funds			
Called up share capital	10	-	-
Unrestricted income funds	11	411,338	340,580
Restricted income funds	12	600	0
Total: Funds		411,938	340,580

The Notes referred to above form part of these financial statements

For the financial period ended on 31st March 2024, the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ('the Act') relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

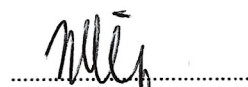
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved at a meeting of the trustees held on 24th June 2024



David Saunderson
Chairman and trustee

Company Registration Number: 6042998


Margaret Kingley
Treasurer and trustee

Hook Village Halls Charitable Association
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Notes to the accounts for the year ended 31 March 2024

1. Accounting policies

a) General matters

These accounts have been prepared in compliance with Financial Reporting Standard 102 and the Statement of Recommended Practice on Accounting by Charities SORP 2019 (FRS 102), and in accordance with charity and company law in the jurisdiction of England. The Company is a public benefit entity.

b) Going concern

The Charity manages (rather than owns) the facilities it operates. It is unlikely to generate sufficient surpluses from its current operations to replace those facilities when they need to be refurbished or replaced. It is also reliant on having long-term leases at peppercorn rents at both Elizabeth Hall and Hook Community Centre to enable it to continue its operations.

c) Income and expenditure

Donations are accounted for when received. All income and expenditure in furtherance of the charity's objectives is recognised in the period to which it relates.

d) Depreciation

Fixed assets are depreciated over their estimated useful lives (generally 5 or 10 years) on the straight line basis.

e) Taxation

As a charity, income is exempt from income and corporation taxes. Its activities are exempt from value added tax (VAT), and expenditure is therefore inclusive of applicable VAT.

2. Income from charitable activities

The amounts included represent charges for lettings, rentals and use of sports facilities from the two community halls as follows:

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Elizabeth Hall		
Lettings fees	97,820	81,621
Other income	11,288	10,065
	109,108	91,687
Hook Community Centre		
Lettings fees	100,514	84,990
Tenant licence fees	43,624	40,018
Other income	12,313	13,652
	156,451	138,660
3. Other income		
Elizabeth Hall	-	-
Community Centre	-	-
	-	-

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Notes to the accounts for the year ended 31 March 2024 (continued)

4. Charitable expenditure	2024	2023
	£	£
Operational expenses (excluding staff) at:		
Elizabeth Hall, recurring expenditure	56,663	47,391
Hook Community Centre	94,747	85,580
Staff costs, both facilities (see below)		
Salaries	43,472	41,002
Redundancy Pay	-	-
Employer National Insurance	-	-
Employer Pension Contribution (NEST scheme)	742	668
Independent examiner's fees (no other services provided)	550	500
Administration expenses	5,799	5,645
	201,973	180,786

5. Employees and trustees

Employees' remuneration is disclosed in Note 4. The company had 3 (2023: 3) part-time employees in the year. No employee was able to exert significant influence over the running of the company. No employee received total employee benefits of more than £60,000.

Trustees' emoluments for service as trustees	Nil	Nil
Trustees' travel and sundry expenses reimbursed	Nil	Nil

6. Fixed assets

	<u>Total</u>	<u>General equipment</u>	<u>Furniture & fittings</u>
	£	£	£
<u>Cost</u>			
As at 1 st April 2023	42,756	14,152	28,604
Additions during the year	48,512	4,759	43,753
As at 31 st March 2024	91,268	18,911	72,357

Depreciation

As at 1 st April 2023	29,202	13,125	16,077
Charge for the year	7,306	1,010	6,296
As at 31 st March 2024	36,508	14,135	22,373

Net book value

31 st March 2024	54,760	4,776	49,984
31 st March 2023	13,554	1,027	12,527

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Notes to the accounts for the year ended 31 March 2024 (continued)

The Company has leasehold interests at an annual peppercorn rental in Elizabeth Hall and Hook Community Centre. The lease for Elizabeth Hall runs until 2057; and until 2027 for Hook Community Centre, after which the property reverts to Hook Parish Council. Since the Company has not incurred any expenditure on the properties and the leases have no commercial value, those assets (including furniture and fittings already provided) have been included in these accounts at nil value. The amounts included in fixed assets represent expenditure by the Company since moving into these facilities.

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
7. Debtors		
Lettings charges	18,431	16,115
Provision for bad debt	-	-
Accrued income	-	-
	18,431	16,115

8. Cash at bank and in hand

Cambridge & Counties Bank	76,313	74,598
Aldermore Business Bank	73,991	71,583
Charity Bank	62,321	60,000
Lloyds Bank plc:		
Instant access savings account	35,817	95,302
Lloyds 32 day notice acc	50,908	-
Current account	48,225	14,291
Petty cash and floats	559	827
	348,134	316,601

9. Creditors and accruals

Trade and other creditors	6,159	6,206
Taxation and National Insurance.	1,690	1,553
Pension	-	-
Accrued expenses	860	500
Bonds and deposits from hirers	8,592	9,608
Hall lettings income received in advance	3,425	3,215
	20,726	21,081

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Notes to the accounts for the year ended 31 March 2024 (continued)

10. Share capital

The company does not have a share capital. The company has 9 members, (9 in 2023) and their individual liability towards the company's debts is limited to £10 in the event of the company being wound up within 12 months of ceasing to be a member.

11. Movements on reserves

	<u>Opening balance</u>	<u>Activities</u>	<u>Transfers</u>	<u>Closing balance</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Designated reserves</u>				
Elizabeth Hall sinking fund	50,000	-	-	50,000
Elizabeth Hall general reserve	30,000	-	-	30,000
Community Centre sinking fund	20,000	-	-	20,000
	100,000	-	-	100,000
<u>General fund</u>				
Strategic reserve	44,301	-	-	44,301
Retained earnings	110,047	70,758	-	180,805
Reinvestment fund	86,232	-	-	86,232
Restricted funds	-	600	-	600
	240,580	71,358	-	311,938
	340,580	71,358	-	411,938

The sinking fund designated reserves are for long-term maintenance at the two facilities. The general reserve is to support annual maintenance.

The strategic balance element of the General Fund is primarily to enable recurring expenditure to be met, should income from the facilities fall substantially.

12. Restricted Funds	<u>Opening balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers to Unrestricted Funds</u>	<u>Closing balance</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Half-term activities	-	1,600	-1,000	-	600
	-	1,600	-1,000	-	600

13. Contingent liabilities

The company had no contingent liabilities at 31st March 2024 (2023: none)

14. Related party transactions

Rent and service charges of £14,445 (2023: £ 13,661) were paid by Hook Parish Council for its office.