



## Trustees' Annual Report for the period

From **1<sup>st</sup> April 2023** (*Period start date*) To **31<sup>st</sup> March 2024** (*Period end date*)

Charity name: **Baslow Village Hall CIO**

Charity registration number: **1162216**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The provision and maintenance of a Village Hall for the use of the inhabitants of Baslow and Bubnell</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>All the Village Hall User Bodies with a current Nominated Charity Trustee used the Hall throughout the year for various meetings and activities. In addition, there was a range of other bookings including: fitness and mobility classes, children's parties, family gatherings, theatre and other live productions, quiz evenings, art classes and shows, business meetings and seminars.</b>  <b>All required meetings of Trustees, sub committees and the June 2023 AGM have taken place.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees are aware of the requirement for the hall to be used for public benefit and our provision complies with this.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>No grants were made</b>
Policy on social investment including program related investment	Para 1.38	<b>There are no investments other than cash in the bank</b>
Contribution made by volunteers	Para 1.38	<b>All trustees and helpers are volunteers</b>
Other		<b>The Booking Clerk receives a modest remuneration</b>

## Achievements and Performance

	SORP reference Para 1.20	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.		<p><b>Recruitment of a replacement Marketing Trustee has, to date, proved impossible, but a volunteer with marketing expertise who is now assisting us has agreed to take on the role of Marketing Trustee with effect from the AGM in June 2024. We also formed a marketing subcommittee to deal with marketing issues, in the absence of a marketing trustee.</b></p> <p><b>Both the Treasurer and the Facilities and Maintenance Trustees are due to retire at the AGM in June 2024. The acting Assistant Treasurer has agreed to take over the role of Treasurer with effect from the AGM in June 2024. The position of Facilities and Maintenance Trustee has been advertised locally but has yet to be filled. The reluctance of residents to become trustees is of concern. The vacancies for Nominated Trustees representing The Flower Circle and the History Group were unfilled but the Parochial Church Council did nominate a Trustee this year.</b></p> <p><b>A new Booking Clerk was appointed in February following the resignation of the previous post holder. There was a short handover period and the new Booking Clerk received several training sessions to learn our systems.</b></p> <p><b>The Hall was flooded in October 2023 as a result of Storm Babet. The quick action of Trustees and other local residents limited damage to the Hall - in particular, the hardwood parquet flooring to the Stockdale Hall.</b></p> <p><b>For any new work carried out, tenders are sought before decisions are made. We are grateful to our volunteers and trustees for carrying out various essential duties eg Fire checks, garden maintenance etc. The volunteer Grants Officer has been invaluable, as obtaining grants for maintenance becomes ever increasingly important.</b></p>

		<p>We have continued to operate under the same governance structure, which was introduced to accommodate the increasing complexity of running such an operation effectively and the demands on volunteers' time. The specific responsibilities of the Finance, Administration and Premises Sub Committees have been fulfilled without formal meetings taking place, and reports have been given at quarterly Trustee meetings. In addition to this, a temporary Marketing Sub Committee was set up to address the need for wider publicity to increase hall bookings. This structure has enabled a more inclusive, efficient and effective operation which benefits the hall and its objectives.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Since the pandemic, we have continued to meet our objective to serve the community and realise enough funding to maintain the facilities in a condition that meets users' needs. We have begun to implement some of the projects that were put on hold during the pandemic.</p> <p>During the period August 2022 to December 2022 a comprehensive programme of redecoration and refurbishment was undertaken of the main hall, the smaller meeting room and the adjoining corridors. This has proved to be a wise investment, as attested by the increased utilisation and income of the hall this year</p>
Performance of fundraising activities against objectives set	Para 1.41	The Charity held three fundraising events in 2023-24, a "Live & Local" concert, a Makers Market and an Arts event which together raised over £1,100
Investment performance against objectives	Para 1.41	The charity has no investments
Other		

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at 31.03.24 was satisfactory
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As at 31/3/24, the charity held £33,591 at the bank. £10,000 is held in a deposit account to cover major repairs and renewals of the building which could arise and which would be of a scale that could not be financed from the day to day funds. A further £10,000 is

		<p>necessary as working capital in the current account. We also hold £630 in deposits for future bookings. The remaining £13,000 arises from retained government COVID support and restart grants, plus profits on operations, and will be needed for further refurbishment. Further expenditure of around £15,000 is anticipated for external repairs, landscaping and lighting, and refurbishment of the Gents toilets. Although grant aid is being sought, much of our £13,000 buildings reserve will be needed for this. Costs, especially energy costs, have risen sharply, but are now stabilising or falling slightly, but remain at 2 or 3 times the levels in 2022. We again increased hire fees in July 2023 and January 2024, and hire fee income has returned to pre-COVID levels, albeit with fewer bookings, and higher fees. We may still need to fund ongoing losses into the future, from the remaining balance of our COVID support grants, if fundraising events cannot be maintained at the level achieved in 2023-24.</p>
Amount of reserves held	Para 1.22	<b>£23,000</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not material</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>No uncertainty</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Fees for hiring out the Hall (75%), profits from concerts and other fundraising events (5%), donations towards flood repairs (20%)</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable, as no investments held.</b>
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> <li><b>1. Partial or total destruction of the Hall, but insurance is held to cover such.</b></li> <li><b>2. A lack of bookings to the point where there were insufficient funds to maintain the Hall.</b></li> <li><b>3. A law suit regarding injury sustained on the premises, but there is in place a Health &amp; Safety Policy, and a Risk Assessment is carried out periodically, and moreover insurance is held to cover such liability.</b></li> <li><b>4. Ongoing high energy costs, beyond what can be funded from increasing hire fees.</b></li> </ol>

Other		Following the COVID pandemic, the hall returned to normal operations in Autumn 2021, but some previous regular hirers did not return. Retained government COVID support grants more than covered the reduction in hire fees between March 2020 and September 2021. There is sufficient COVID grant remaining to ensure the charity remains financially secure for 2024-25, even if hire fees take some time to fully recover
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## Structure, Governance and Management

Description of charity's trusts:		Foundation model for a C.I.O
Type of governing document	Para 1.25	Constitution dated 15 <sup>th</sup> June, 2015
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Appointed Trustees are elected at the AGM by residents of the area of benefit. Ex-Officio Trustee is the vicar of St Anne's Parish Church, Baslow. Nominated Trustees are put forward by the local clubs, societies and associations that are designated the User Bodies of the Hall</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>New Trustees receive an induction pack which includes such information as: The Charity Commission leaflet "The Essential Trustee"; the Constitution; annual accounts and latest report. The Administration Sub Committee has reviewed our induction pack in the light of increasing regulations associated with running such a Charity and a member has the responsibility for Trustee Induction. Trustees are circulated with information from Rural Action Derbyshire (RAD) and encouraged to attend any relevant training courses.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The Committee of Trustees meet Quarterly. The sub committees meet a maximum of 4 times per year as required. The Charity has become an affiliated member of Rural Action Derbyshire (RAD) and has links with Action with Communities in Rural England (ACRE) and receives appropriate information and publications.</b>

Relationship with any related parties	Para 1.51	<b>Under its Constitution the Hall is obliged to permit St Anne's Parish Church Baslow to use the premises free of hire charge, subject to covering relevant heating and lighting costs.</b>
Other		

## Reference and Administrative details

Charity name	Baslow Village Hall
Other name the charity uses	None
Registered charity number	1162216
Charity's principal address	Nether End, Baslow, Derbyshire DE45 1SR

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year
1	R Plumb	Chairman	Whole year
2	I Mailer	Treasurer	Whole year
3	A Haynes	Secretary	Whole year
4	J Petty	Facilities and Maintenance	Whole year
5	Rev M E Gilbert	Vicar of St. Anne's Church	Whole year
6	E Goldsack		Whole year
7	D Gridley		Whole year
8	J Shaw		Whole year
9	J Newton		Whole year
10	J Rawlinson		Whole year
11	J Powell		Whole year
12	C Osman		Whole year
13	R Powell		From September 2023
14			
15			
16			
17			
18			
19			
20			

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
<b>None</b>		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
<b>None</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

## Additional information (optional)

### Names and addresses of advisers (Optional information)

#### Type of adviser

Charity Advisors	
Solicitors	

### Name of chief executive or names of senior staff members (Optional information)

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None
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## Other optional information

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Richard Plumb
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Position (eg Secretary, Chair, etc)

Chairman
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Date

2024
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**BASLOW VILLAGE HALL C.I.O.**

**Registered Charity No 1162216**

**Accounts for the Year ended 31st March 2024**

**BASLOW VILLAGE HALL C.I.O.**  
Registered Charity No 1162216

Accounts for the Year ended 31st March 2024

RECEIPTS AND PAYMENTS ACCOUNT		12m period to 31.03.2024	12m period to 31.03.2023
	Notes		
<b>RECEIPTS</b>			
Non-local/Commercial hirings	8/9	£5,463	£3,297
Local Hirings	8/9	£9,580	£6,876
Total hirings		£15,042	£10,173
Events – gross income	10	£3,262	£738
Sale of surplus chairs			400
Misc non-hire income		£65	
Donations – flood recovery fund	11	£2,844	
Amazon Smile donations		£21	£12
Other donations			£16
Total grants & donations		£2,865	£28
Interest		£175	£38
		£21,409	£11,377
<b>PAYMENTS</b>			
Utilities (Gas, electricity, water, broadband)	4b	£4,172	£4,486
Wages	7	£1,522	£1,320
Wages processing		£360	£360
Cleaning (hall, windows & materials)	4c	£2,738	£2,355
Refuse Collection		£490	£475
Repairs/ Maintenance	4a	£2,153	£15,096
Equipment	5	£431	£378
Events fees & expenses	10	£2,066	£1,292
Performing Rights & other licences		£136	£250
Insurance		£2,643	£2,033
Garden Maintenance		£427	£615
Sundries (Misc)		£285	
Post and stationery, IT & bank charges		£505	£90
TENS licences		£21	£0
Refunds		£170	£172
Advertising		£85	£85
		£18,205	£29,007
Excess of receipts over payments		£3,204.52	-£17,630
<b>CASH FUNDS</b>			
	2		
Current account HSBC 1/4/23	Unrestricted	£20,286	£37,953
	Restricted		
Deposit account HSBC at 1/4/23	Unrestricted	£10,101	£10,063
(Deficit) / Surplus this period		£3,204.52	-£17,630
	<b>Total (bank, calculated)</b>	£33,591	£30,386
Current account HSBC 31/3/24	6 Unrestricted	£23,219	£20,286
	2 Restricted	£760	
	<b>Total (current a/c)</b>	£23,979	£20,286
Deposit account (HSBC) 31/3/24	6 Unrestricted	£10,276	£10,101
	<b>Total (bank, actual)</b>	£34,255	£30,387
<b>Less – Outstanding cheques</b>		£664	£0
	<b>Total (bank, net)</b>	£33,591	£30,387
			£736
<i>Includes payment due to Live &amp; Local, April 2022</i>			

**TREASURER'S STATEMENT**

I have prepared the financial statements on pages 1 to 2 for the year ended 31st March 2024 from the accounting records of the village hall.

Dr JPG Mailer  
Hon Treasurer and Finance Trustee  
30/04/2024

**1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Charities Act 2011 using the Receipts and Payments basis available to small charities.

**2 FUND ACCOUNTING**

**Unrestricted Funds** may be used by the village hall for any of its ordinary purposes at the discretion of the Trustees

**Designated Funds** represent unrestricted funds set aside by the Trustees for specific designated purposes; they can be transferred back into general funds at the Trustees' discretion.

**Restricted Funds** represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

The restricted funds balance at 31.03.24 was £760, (2023 nil)

*This is the balance remaining in the flood recovery fund, allocated to repair of damage to an outside wall and internal door easing (expanded due to flooding)*

**Permanent Endowment Fund**

Land and Buildings: Baslow Village Hall, Nether End, Baslow.

**3 MONETARY ASSETS**

The village hall monies are held in segregated accounts.

**4a Repairs and Maintenance**

Annual fire extinguisher service	£66.42
Flood recovery (Hire of dehumidifiers, replace carpets, service heating system)	£1,122.00
Heating system repairs	£874.68
Roller-shutter service	£90.00

Total **£2,153.10**

4b/4c Cleaning & Utilities – include extra £566 charges for post-flood cleaning, dehumidifier power and extra heating

**5 Equipment**

New clock, electrical & lighting upgrade

6 Of the £33591 held in the bank at 31.03.2024, £630 is deposits paid in advance for 2024/2025 hirings

7 The wages creditor at 31.03.2024 was £0.

8 Loss of hire fees from cancellations due to flooding - £395

9 Money due to Baslow Village Hall at 31.03.2024: March hire fees	£925.50
Money due by Baslow Village Hall at 31.03.24: deposits for future bookings	£630.00

10 Live & Local concert, Makers Market and Voices from the Peak

11 Donations to the flood recovery fund totalled £2,844, and £2,084 has been spent on loss of earnings, repairs, cleaning, extra utilities etc. to date. £760 is retained against the estimated cost of repairing the boundary wall and easing the internal doors, which expanded due to water absorption. No claim made on insurance, as the flood excess was £2000, and donations have covered all expected costs.

12 Assets retained for the Charities own use

Furniture (Chairs and tables)  
Fittings (Curtains, blinds, electrical trunking, internal IT network)  
Cleaning equipment  
Kitchen equipment (cooker, fridge, crockery & cutlery)  
P A System  
Bookings phone

*The above assets, together with the Permanent Endowment Fund referred to above in note 2, and together with the Cash Funds at bank as shown on page 1, were all made over by a Vesting Declaration of the 1st October 2015 from the Charity bearing registered number 520414 and also known as "Baslow Village Hall".*

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## **Accounts for the year ended 31 March 2024**

### **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

I report to the trustees on my examination of the accounts of Baslow Village Hall for the year ended 31st March 2024, which are set out on pages 1 and 2.

#### **Responsibilities and basis of report**

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

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

#### **Independent Examiner's statement**

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

accounting records were not kept in accordance with section 130 of the Act or

the accounts do not accord with the accounting records

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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

Signed by the Independent Examiner:

date:

28/05/24

Name: Diane Clewes

Relevant professional qualification: Chartered Certified Accountant

Address: Barley Croft, School Lane, Baslow. DE45 1RZ