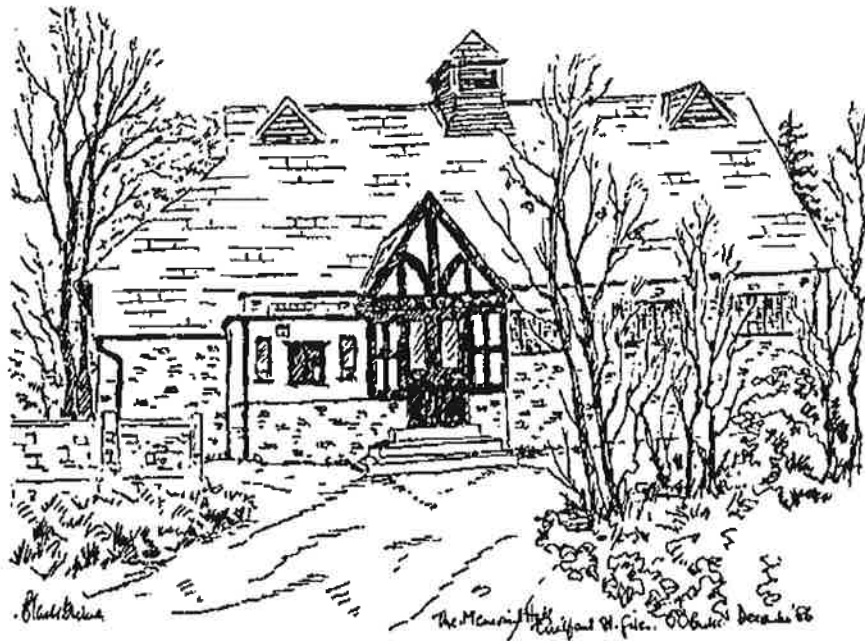


# **CHALFONT ST GILES MEMORIAL HALL**



## **TRUSTEES REPORT and ACCOUNTS**

**for the year ended  
31<sup>st</sup> December 2024**

**Charity No. 1163859**

**CHALFONT ST GILES MEMORIAL HALL**  
**School Lane, Chalfont St. Giles, Bucks, HP8 4JJ**

**Legal and Administrative Information**

Chalfont St. Giles Memorial Hall is a foundation charitable incorporated organisation.  
Charity No. 1163859 – Registered on 6 October 2015

Trustees –	
Dr. R. Perkins	Chair (from 1 January 2025)
Miss K. Martin	Deputy Chair
Mr. K. Huxham	Hon. Secretary
Mr. A. Penson	Hon. Treasurer
Mr. A.J. Hoare	Fund Raising Co-ordinator (was Chairman until 31 December 2024)
Mr. I. A. Johnson	(resigned on 11 March)
Mr. G. Jackson	
Ms. C. Santry	
Mr. S. Whitehurst	
Mrs E. O'Connor	(appointed 14 January 2025)

Booking Secretary  
Mr. D. Howkins  
[memorialhallbookings@gmail.com](mailto:memorialhallbookings@gmail.com)

Independent Examiner –  
Mr. M.J. Bedford  
Retired Chartered Accountant  
10 The Brow  
Chalfont St Giles  
HP8 4JD

Bankers –  
Lloyds Bank plc  
Buckinghamshire Building Society, Chalfont St. Giles,

# **Chalfont St Giles Memorial Hall**

## **Trustees Report for the year ended 31 December 2024**

### **Introduction**

The Trustees present their report and accounts for the year ended 31<sup>st</sup> December 2024 together with the report of the Independent Examiner.

The Chalfont St. Giles Memorial Hall was funded by public subscription from 1919 and constructed in 1923 as a memorial to servicemen from the village, who lost their lives in the Great War. The hall was extended in 1999/2000 with the benefit of some restricted fund donations.

The current incorporated charity was formed in 2015.

### **Objects of the Charity**

The Memorial Hall is operated for "the use of the inhabitants of the Parish of Chalfont St. Giles or within one mile of the Memorial Hall without distinction of political, religious or other opinions, including use for:

- a) Meetings, lectures and classes
- b) Other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants."

### **Organisational Structure**

The activities of the Charity are governed by the Trustees (The Committee) who normally meet six times during the year. Day to day management is delegated to the officers who report progress to each Trustee meeting. Trustees are elected at the Annual General Meeting (AGM) and include representatives of regular user groups of the Hall and, from time to time, from the Parish Council. Vacancies are filled by co-option during the year. None of the Trustees has any beneficial interest in the charity nor do they receive any remuneration. The trustees are closely involved in the operation and maintenance of the Hall.

The Trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

### **Trustee Investment Powers**

The Trustees have powers to invest monies not immediately required in accordance with the Trustee Act 2000. It is not the policy to invest long term. Funds held on deposit are regularly monitored.

### **Review of Activities**

The Hall is the largest in Chalfont St. Giles and is hired for a variety of activities including drama, public meetings and a range of social and leisure events. 2024 has continued the post-pandemic trend for a high level of bookings. Once again, the Hall has been used most days of the year. The Infant School uses the Hall for various school activities, including notably for school lunches.

The number of bookings increased this year to 63 from 55 in 2023. There were twenty-two family/children's parties and private events in 2024. This is a further remarkable post-pandemic increase. We certainly hope that these one-off bookings will continue in 2025 for the benefit and enjoyment of the people of Chalfont St Giles.

Our regular fundraisers have continued to organise events successfully. 2024 was the Hall's Centenary Year and a programme of special fund-raising events was organised. In total the centenary events raised £974 and this helped to achieve an overall fund-raising total of £10,008. A wonderful success. The Lottery had a very successful year with an increase in subscribers and once again it was possible to organise two Quiz Nights. The "Centenary" Open Gardens Day in 2024 was well attended. As always, we must thank the fundraising team for their unstinting support.

The overall expenditure was down by £4,600 (saving of 11%) on 2023. Most of this decrease arose from lower repairs and maintenance expenditure, however energy and utility costs were also down 11% on 2023, so some stabilisation after huge increases last year.

# Chalfont St Giles Memorial Hall

## Trustees Report for the year ended 31 December 2024 – continued

For 2025, as in 2024, the Hall has negotiated electricity and gas contracts at a fixed rate, so hopefully there should be continuing stability on these costs. Total receipts less total payments for 2024 were an inflow of £7,930. Cash funds at the year-end were £68,744

Included 2024 receipts are grants and donations of £1,500 from CSG Parish Council and £750 from Bucks Building Society. These amounts will be allocated to the major upgrade of the audio-visual equipment, which has already taken place in February 2025.

### Reserves Policy

It is the trustees' policy to try to maintain at least a year's running costs in unrestricted cash reserves. The trustees are satisfied that unrestricted reserves at the year-end will do so.

The reserves policy is also intended to ensure that the charity can cope with occasional significant items of expenditure to maintain or upgrade the Hall. There are two particular examples of possible such expenditure, which the trustees have discussed, they are:

Replacement of suspended wooden floor ----- £20,000

Replacement of parts for air source heat pump---£12,500

The Trustees assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them. Insurance covers employers, public and product liability, personal accident, and trustees' indemnity as well as buildings and contents.

### New Chair and new role for Mr A. Hoare

With effect from 1 January 2025 Mr A Hoare has stepped down as Chair and remains as a trustee co-ordinating fund-raising. Dr R Perkins is appointed Chair.

### Volunteers and staff

Members of the Committee and the fund-raising group assist with various administrative and practical matters during the year. These services are greatly appreciated as is the contribution of other volunteers who provide services to the Hall.

#### *Independent Examiner*

Mr. M.J. Bedford has indicated that he is willing to continue in office.

#### *Statement of Trustees' Responsibilities*

Charity law requires the Trustees to prepare financial statements for each financial year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently.
- state whether the policies adopted are in accordance with the regulations and Charity Commission guidance.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud or other irregularities.

#### *Approval*

This report has been approved by the Trustees and signed on their behalf.

R. Perkins

Chairman

18 March 2025

## **Chalfont St Giles Memorial Hall Independent Examiner's Report on the Accounts**

I report to the Trustees on my examination of the accounts of the Chalfont St Giles Memorial Hall (Charity No. 1163859) for the year ended 31 December 2024.

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

As the charity trustees you 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 Memorial Hall's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all 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 giving me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with the accounting records.

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

A handwritten signature in black ink, reading 'M J Bedford', with a horizontal line drawn underneath.

Mr. M.J. Bedford  
Retired Chartered Accountant  
10 The Brow  
Chalfont St Giles  
HP8 4JD

18 March 2025

# Chalfont St Giles Memorial Hall

## Receipts and Payments For the year ended 31 December 2024

2023 £		2024 £
	<b>Receipts</b>	
15,831	Hire of Hall	15,934
15,286	School	12,453
1,500	Snooker Club	3,100
8,665	Fund Raising (net)	10,008
-	Council Grants	1,500
220	Donations	895
257	Interest	1,194
<u>41,759</u>	<b>Total Receipts</b>	<u>45,084</u>
	<b>Payments</b>	
8,816	Cleaning/Caretaking	9,217
10,620	Gas/Water/Electricity	9,420
3,599	Insurance	3,839
2,030	Gardening	1,785
3,692	Administration/Sundries	3,718
13,015	Repairs/Renewals	9,176
<u>41,772</u>	<b>Total Payments</b>	<u>37,154</u>
(13)	<b>Receipts less (payments)</b>	7,930
60,827	<b>Cash Funds on 1 January</b>	60,814
<u>60,814</u>	<b>Cash Funds on 31 December</b>	<u>68,744</u>

**Chalfont St Giles Memorial Hall**  
**Statement of Assets and Liabilities**  
**at 31 December 2024**

2023 £			2024 £
	Cash Funds		
53,557		Building Society	61,057
7,257		Banks	7,687
<u>60,814</u>			<u>68,744</u>
	Unrestricted Funds		
<u>60,814</u>		General Purposes	<u>68,744</u>
	Fixed Assets at cost (note 4)		
2,300		Land and buildings	2,300
182,488		Extensions	182,488
<u>184,788</u>			<u>184,788</u>
	Restricted Funds		
<u>184,788</u>		Fixed Assets	<u>184,788</u>

Restricted funds have been established specifically in connection with the premises including extensions.

Signed on behalf of the trustees:



Chairman



Treasurer

18 March 2025

## Chalfont St Giles Memorial Hall

### Notes to the Accounts for the year ended 31 December 2024

#### 1. Accounting policy

These Accounts have been prepared on the receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

#### 2. Fundraising

2023		Receipts	Payments/Prizes	2024
Net				Net
£		£	£	£
3,206	"Open Gardens" day	3,776	668	3,108
2,172	Quiz Nights	5,148	2,308	2,840
3,287	Lottery	4,246	1,159	3,087
-	Centenary Events	3,157	2,183	974
<u>8,665</u>		<u>16,327</u>	<u>6,319</u>	<u>10,008</u>

#### 3. Expenditure

The largest recurring expense category and one that fluctuates from year to year is repairs / renewals. This can be analysed as follows:

2023		2024
£		£
4,600	Building repair work	4,000
2,700	Special floor treatment/repairs	-
1,904	Other general maintenance	1,328
1,675	New floor cleaning machine	-
1,236	New water heater	-
900	Tree surgeon work	-
-	Contribution to cost of new electric oven and related electrical upgrade	3,847
<u>13,015</u>		<u>9,175</u>

#### 4. Fixed Assets

Land and Buildings are shown at original cost in 1923 of £2,300 and Extensions at cost in 1999/2000 of £182,488.

The building was professionally valued in October 2020 by Roger Falcon MRICS FCIB of Josling & Hamlyn of Amersham, who assessed a reinstatement value at £2.11m + VAT. On this basis the Hall is insured for £3.54m on an index linked basis.

#### 5. Secured debts and guarantees

The charity has no secured debts and has not provided any guarantees.