

CVT AGM – WEDNESDAY 17 JULY 2024

## TRUSTEES REPORT TO THE MEMBERS

There have been several significant events since our last report.

The year has been another of success in terms of the number of regular and one-off events held at the Civic Hall and we continue to be a 7-day operation with the number of “closed” days able to be counted on the fingers of one hand.

Although we lost a regular Sunday booking when the Revive Church moved into their own premises, we were able to fill the void they left with the Winners Chapel who took over their regular slot with increased hours and space booked. At the same time the regular Ginger Fitness class added an extra session making Sunday a very busy day what with Hep to the Jive’s monthly tea dance and the occasional concert.

We continue to develop a close relationship with the health bodies and NHS both locally and regionally. Blood Donor sessions continue at an average of 1.5 sessions per month over the year and we host regular meetings for groups affected by diabetes, pulmonary fibrosis, asbestos related conditions and Parkinsons. We have also hosted several NHS training sessions and staff meetings too.

Regular Hirers continue to be a mainstay of our income, some have been with us since Day 1 – e.g. Fitness Vibe, Wado Karate, Claire Lyons Yoga, National Trust, Local History Society and Hep to the Jive to name just some of them. However, we have also been able to continue welcoming new hirers and we continue to grow our Arts & Dance activity with Hull Musical Theatre Company, S J Arts, LWHS as well as Art groups. This year Fitmums have arranged for the space vacated by the Police CCTV room to be refurbished into useful office space which they now hire from the Cottingham Village Trust.

Income from regular hall hire is sufficient to provide the bulk of our on-going regular costs, although during the last year we have had to increase our prices to cover the increases that we have all seen in the cost of utilities, staff costs etc. (As an aside you may be interested to know that for the first time the total of invoices issued at the end of June exceeded £10k for the first time)

We are sure it is not going unnoticed that we have a new bar which was a project led by our Trustee, Pat Tomlinson, to provide us with a purpose-built facility for serving drinks and to refurbish the former customer service area and turn it into a useful and attractive space for hire. This was funded in part by a loan (and grant) from the Key Fund, an organisation set up to support good causes and community facilities such

as ours. Borrowing on favourable terms has enabled us to retain much of our capital which we will use on future refurbishment programmes as we plan improvements to the toilets and a major change to our heating system with energy efficiency and eco-friendly options top of our priorities. As you are probably aware proceeds from the bar help us to build a capital base to fund future investments in the building which is why we chose this as our first area of major spend, after the essential improvements we made to the Audrey Mosey studio. However, our success in this area has obliged us to register with HMRC for VAT, which is now charged on bar sales, hall hire unconnected with the bar continues to be free of VAT.

As an indication of the past year's activity this is what we have done.

Summary of Evening Events - Financial Year - 1/3/23 - 28/2/24

Gigs - TOTAL 29 made up as follows:

Screaming Tarts - 17 (includes 4 days of Folk Festival)

Purple Tangerine - 7

Others - 5

Other Events TOTAL 17 Evening Events made up as follows:

Parties 8

Concerts 11(Includes Pantomime)

Other 2 (Fashion Show and Foodbank Event)

OVERALL TOTAL - 48 Evening Events

COMPARISION Full Year 2023 (Actual) vs Full Year 2024 (Planned)

	2023 - ACTUAL	2024 - PLANNED
GIGS		
Purple Tangerine	8	14
Screaming Tarts	17	20
Others	4	7
TOTAL	29	41
OTHER		
Parties	8	5

Concert (inc Panto)	13	14
TOTAL	21	19
ALL EVENING EVENTS	50	60

Included in these figures are the days we have now come to accept as the Annual Pantomime Production present by One-off Productions.

We would like to thank our wonderful volunteers for all their hard work and good humour throughout the last year, we could not succeed without your efforts. Many of our volunteers have been with us from Day 1 and we continue to welcome new faces to our volunteer cohort.

To our staff Annette, Andrew and Tony thanks for your input and willingness to be flexible to meet our various commitments.

The board continues to seek new trustees.

On behalf of the Board of Trustees

Ian Start  
(Chairman)  
17/07/24

Cottingham Village Trust

Registered Charity No.  
1171733

Accounts for the year ending  
29<sup>th</sup> February 2024



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Cottingham Village Trust

On accounts for the year  
ended

29/02/2024

Charity no  
(if any)

1171733

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 29/02/2024.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust'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

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:

Date:

02/04/2024

Name:

Matthew Stephen Kendall

Relevant professional  
qualification(s) or body  
(if any):

FCA

Address:

2 Exeter Street

Cottingham

HU16 4LU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**Cottingham Village Trust**  
**Registered Charity No. 1171733**  
**Period end 29<sup>th</sup> February 2024**  
**Financial Review**

The income and expenditure account for the year ending 29<sup>th</sup> February 2024 shows a surplus of £28,849. This is a reduction from £48,930 on the year ending 28<sup>th</sup> February 2023, this reduction is largely due to a fall in the Hall Hire Income.

During the year capital spend of £189,467 has been funded by this and prior year surplus's, most of this capital spend will be depreciated over the next 10 years.

The trustees have decided that a minimum cash balance of £10,000 is always required in case of emergency and unforeseen costs, Cottingham Village Trust (CVT) has achieved this throughout the whole year.

The Trustees are planning that as CVT holds the required minimum cash reserves any surplus funds will continue to be reinvested into the Civic Hall, this will continue until the Civic Hall is brought up to the required standard.

**Cottingham Village Trust**  
**Registered Charity No. 1171733**  
**Income & Expenditure Account**

	<b>Year End 29/02/2024</b>	<b>Year End 28/02/2023</b>
<b>Bar</b>		
Bar Sales	92,897	73,685
Bar costs	(37,883 )	(34,123 )
Security	(3,072 )	(4,732 )
Bar Licence	(240 )	(120 )
	<b>£51,702</b>	<b>£34,710</b>
<b>Events</b>		
Tickets Sold	7,150	6,112
Sundry Income	933	-
Band/Pantomime Fee	(3,011 )	(2,660 )
Food and Catering	(1,449 )	-
One off Event Licences	(150 )	-
Venue Hire	-	-
Wristbands	-	-
	<b>3,473</b>	<b>3,452</b>
<b>Rental Income</b>		
Hall Hire Income	76,640	93,881
Office Rental Income	-	-
	<b>£76,640</b>	<b>£93,881</b>
<b>Total Generated from Operations</b>	<b>£131,814</b>	<b>£132,043</b>
<b>OPERATING COSTS</b>		
Advertising	(1,885 )	-
Cleaning	(2,947 )	(1,087 )
Computer Costs	-	(144 )
Depreciation	(32,434 )	(6,084 )
Insurance	(2,884 )	(2,430 )
Light & Heat	(19,125 )	(19,214 )
Legal Fees	(1,272 )	-
Loan Interest	(4,796 )	-
Partial Exemption Expense	(2,588 )	-
PPL Licence	-	-
Printing	-	-
Rates	(3,822 )	(2,648 )
Repairs	(8,937 )	(37,916 )
Stationery	(462 )	(323 )
Sundry	(4,529 )	(1,947 )
Telephone	(1,564 )	(1,462 )
Training	(1,256 )	(52 )
Wages	(35,670 )	(31,548 )
Waste Disposal	(4,772 )	(2,527 )
Website	(8,120 )	(1,407 )
	<b>£(137,063)</b>	<b>£(108,789)</b>
<b>Donations &amp; Grants</b>		
Donations Received	6,142	9,897
Donations Made	(580 )	-
Employment Allowance	1,048	-
Interest Income	-	-
Grants Received	27,425	15,779
Fundraising	-	-
	<b>£34,034</b>	<b>£25,676</b>
<b>Surplus/(Deficit)</b>	<b>£28,785</b>	<b>£48,930</b>



**Cottingham Village Trust**  
**Registered Charity No. 1171733**  
**Balance Sheet**

	<b>Feb-23</b>	<b>Feb-24</b>
<b>Fixed Assets</b>		
Buildings	-	9,696
Fixtures and Fittings	-	173,102
Fixtures and Fittings Depreciation	-	(25,838 )
Equipment	61,140	67,808
Equipment Depreciation	(15,108 )	(21,703 )
	<u>46,032</u>	<u>203,065</u>
<b>Current Assets</b>		
Bar Stock	4,547	4,523
Prepayments	281	242
Debtors	5,774	2,573
Staff Loan	6,199	8,559
Cash	50	50
Bank Account	<u>152,778</u>	<u>112,267</u>
	<u>169,629</u>	<u>128,214</u>
<b>Current Liabilities</b>		
Income in Advance	-	
Accruals	243	289
Trade Creditors	5,662	5,532
PAYE	(43 )	(8 )
Pensions	60	86
Wages	(10 )	(0 )
VAT	-	(29,949 )
Loan	-	116,732
	<u>5,912</u>	<u>92,681</u>
<b>Net Assets</b>	<u><b>209,749</b></u>	<u><b>238,598</b></u>
<b>Reserves</b>		
B/fwd	160,819	209,749
Surplus/(Deficit)	<u>48,930</u>	<u>28,849</u>
<b>C/fwd</b>	<u><b>209,749</b></u>	<u><b>238,598</b></u>

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29<sup>th</sup> February 2024



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