

Charity Registration Number: 1172823

**East Bridgford Village Hall**  
(a 'Charitable Incorporated Organisation')

Annual Report and Financial Statements for the Year Ended 31 March 2023

## East Bridgford Village Hall

### Reference and Administrative Details

#### Trustees

Name	Role	Date Appointed
Rowena Lucas	Chair	26 July 2018
Dr Helena Rockett	Secretary	2 May 2017
Andrew Wainwright	Treasurer	28 April 2020
Francis Meylan	Scouts Representative	2 May 2017
Denise Bostock	Trustee	2 May 2017
Michael Caston	Trustee	26 July 2018
		Resigned 9 February 2023
Julie Philpott	Trustee	15 September 2022
Cathy Smith	Trustee	29 November 2018
Andrea Frost	Caretaker	
Helena Rockett	Secretary	
Karen Mealand	Independent Examiner	
Charity Registration Number	1172823	
Address	Main Street, East Bridgford, Nottingham, NG13 8NH	

## **East Bridgford Village Hall**

The Trustees present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

### **Structure, Governance and Management**

#### ***Nature of governing document***

The charity is a Charitable Incorporated Organisation. It is operated under the rules of its memorandum and articles of association dated 2<sup>nd</sup> May 2017. The liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

There is no maximum number of charity Trustees. There must be at least three charity Trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. Charity trustees shall have power to elect a chairman and vice-chairman. Subject to this, the charity trustees shall comprise:

- (i) Up to 12 charity trustees elected in accordance with clause 9.4
- (ii) Up to 15 charity trustees appointed in accordance with clause 9.5 and
- (iii) Up to 3 individuals co-opted by the charity trustees in accordance with clause 9.6

9.4 The elected charity trustees must be elected at an annual general meeting at which inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. No person other than a charity trustee retiring in accordance with the constitution may be appointed a charity trustee at any general meeting unless:

- (i) he or she is recommended for re-election by the charity trustees or
- (ii) states the individual's intention to propose the election of a person as a charity trustee
- (iii) contains the details that, if the person were to be appointed, the charity would have to file with the Charity Commission and
- (iv) is signed by the person who is to be proposed to show his or her willingness to be elected

9.5 Charity trustees shall maintain a list of user bodies that they consider to be supportive of the CIO's objects and which have indicated a wish to appoint a charity trustee of the CIO. Each listed user body shall have the right to appoint one charity trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary.

9.5.1 Where any application for the right to appoint a charity trustee is received from any existing or newly formed body operating in the area of benefit, the charity trustees may, with the approval of not less than two-thirds of all the charity trustees, add such body to the list of user bodies and allow such body to appoint a charity trustee.

9.5.2 The charity trustees may, with the approval of (a) the body concerned and (b) not less than two-thirds of all the charity trustees, remove a body from such list of user bodies.

9.5.3 A minute of the relevant resolution, authenticated by the chairman, should be (a) placed with the title deeds and (b) kept with the charity trustees' working papers.

## **East Bridgford Village Hall**

- 9.6 Co-opted charity trustees must be appointed at a duly constituted meeting of the charity trustees.
- 9.7 The period of office of elected charity trustees starts at the end of the annual general meeting at which they are elected and ends at the end of the next following annual general meeting.
- 9.8 The period of office of charity trustees appointed by listed user bodies at the annual general meeting in any year starts at the end of that meeting or, in the case of a charity trustee appointed after such annual general meeting, or to fill a casual vacancy, on the day on which notification of his appointment is received by the secretary. Subject to Clause 10, the period of office of appointed charity trustees ends on the day on which notification of his or her removal is received by the secretary.
- 9.9 The period of office of co-opted charity trustees starts at the time when they are appointed by the charity trustees and ends at the end the next following annual general meeting or at the time (if earlier) when they are removed by the charity trustees. Co-opted charity trustees may be reappointed by the charity trustees.
- 9.10 In the event of a casual vacancy among elected or co-opted charity trustees, the charity trustees may appoint a person who is willing to act to be a charity trustee. A charity trustee so appointed shall hold office only until the next following annual general meeting. If not elected or reappointed at such annual general meeting, he or she shall vacate office at the conclusion thereof.
- 9.11 All charity trustees who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a charity trustee.
- 10 Retirement and removal of charity trustees
- 10.1 At the first and at each subsequent annual general meeting, all elected charity trustees shall retire from office unless by the close of the meeting the members have failed to elect sufficient charity trustees to hold a quorate meeting of the charity trustees.
- 10.2 A charity trustee who retires at an annual general meeting may, if willing to act, be re-elected. If the CIO does not fill the vacancy created by his or her resignation, he or she shall, if willing to act, be deemed to have been re-elected unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-election of the charity trustee has been put to a meeting and lost. If he or she is not re-elected he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so until the end of the meeting.
- 10.3 If a charity trustee is required to retire at an annual general meeting by a provision of the constitution the retirement shall take effect upon the conclusion of the meeting.
- 10.4 A charity trustee ceases to hold office if he or she:

## **East Bridgford Village Hall**

- 10.4.1 Retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- 10.4.2 Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- 10.4.3 Dies;
- 10.4.4 In the written opinion, given to the CIO, or a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months; or
- 10.4.5 Is removed by ordinary resolution of the members of the CIO present and voting at a general meeting after the meeting has invited the views of the charity trustee concerned and considered the matter in the light of any such views.
- 10.4.6 Is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

### ***Induction and training of trustees***

The charity trustees will make available to each new charity trustee, on or before his or her first appointment a copy of this constitution and any amendments made to it and a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

### ***Organisational Structure***

The Trustees hold a monthly meeting at which they discuss current management, health and safety, finances and futures planning. Sub-Groups are initiated to take forward initiatives. The single employee (Caretaker) attends the meeting and her employment is overseen by the secretary.

### ***Objectives and Activities***

#### ***Objects and Aims***

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of East Bridgford and Kneeton ('area of benefit') without distinction of sex, sexual orientation, age, disability, nationality, race, or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

#### ***Public Benefit***

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **East Bridgford Village Hall**

### ***Principal Risks and Uncertainties***

#### ***Risk Management and Internal Controls***

As members of the Trustee body, we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We 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 and to provide reasonable assurance that:

- The charity is operating efficiently and effectively;
- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained and financial information used within the charity or for publication is reliable;
- The charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. They include:

- Regular consideration by the Trustees of the financial results
- Delegation of authority and segregation of duties
- Identification and management of risks.

#### **Financial Review**

The Village Hall accounts for the period, showed a loss of £2,443.

We can confirm that we have given no guarantees and are debt-free.

#### ***Policy on Reserves***

To ensure that all reserves accumulated will be used to meet the following objectives:

- To resource the central core functions of the charity. This includes the maintenance and repair of the building.
- Provision of public benefit.

## **East Bridgford Village Hall**

The Treasurer recommended that we continue to adopt a prudent approach to the management of our financial reserves and we should continue to aim to trade at a small profit so that they are maintained in a healthy state. In January 2015 we agreed to ring-fence an emergency reserve fund of £25000 which would only be accessed as a last resort. The Treasurer recommended that this policy should still be maintained. We must always recognise that as we occupy old buildings significant and unexpected costs can and do arise. Although there are opportunities to apply for grants and in recent years, we have enjoyed significant success, these are neither guaranteed nor appropriate for all costs so we must ensure that the long-term trend for our reserves is for them to increase.

## **Plans for Future Periods**

### ***Aims and Key Objectives for Future Periods***

We plan to maintain and improve the facilities in order to ensure we not only retain our existing user base but continue to attract new users. Our financial reserves are at a healthy level and we plan to use these, along with any available grant funding, in order to maintain and improve the facilities.


The Tin Hut, one of the main subjects of our attention for refurbishment works, has recently been vacated by the Scout Group. All options in relation to the future of this building are being considered and are as wide ranging as seeking input from architects with a view to a complete re-design, to using the facility as additional storage.

We also continue to evaluate the feasibility of other specific areas for improvement such as the installation of an accessible toilet and complete electrical rewiring.

The annual report was approved by the trustees of the charity on and signed on its behalf by:



.....  
Rowena Lucas  
Chair



.....  
Andrew Wainwright  
Treasurer

## East Bridgford Village Hall

Charitable Incorporated Organisation (CIO) Registered No: 1172823

### RECEIPTS AND PAYMENTS ACCOUNTS

For the financial year from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

	2023 12 months to 31 <sup>st</sup> March		2022 12 months to 31 <sup>st</sup> March	
	£	£	£	£
<b>RECEIPTS</b>				
Lettings	13,463		9,950	
Events	-		375	
Grants & Donations	-		10,667	
Interest received	134		215	
Total receipts		13,597		21,207
<b>PAYMENTS</b>				
Cleaning/caretaker		5,794		4,106
Repairs & Maintenance		796		1,931
Water		667		859
Rates		188		95
Gas & electricity		1,712		1,291
Insurance		1,531		1,153
Independent Examiner's Fees		228		210
Subscriptions & Licences		531		577
Events		-		126
Net deposit movement		593		(420)
Sub total		12,040		9,928
Major projects		4,000		2,662
Total Payments		16,040		12,590
<b>Net (decrease)/increase in cash for the year</b>		<b>(2,443)</b>		<b>8,617</b>
Cash funds last year end		75,256		66,639
Cash funds this year end		<u>72,813</u>		<u>75,256</u>

#### STATEMENT OF ASSETS AND LIABILITIES AT: 31.03.2023

<b>CASH FUNDS</b>	£
All unrestricted funds	
Virgin Money	51,086
Lloyds	21,727
Mansfield BS	-
	<u>72,813</u>

31.03.2022

£
50,952
24,304
-
<u>75,256</u>

#### ASSETS RETAINED FOR THE CHARITY'S OWN USE £

The property – Village Hall & Scout Hut – rebuild cost	1,104,771
Furniture and fittings – replacement value	8,518
Kitchen fittings – replacement value	3,931
	<u>1,117,220</u>

£

1,000,812
7,800
3,600
<u>1,012,212</u>

#### LIABILITIES

Deposits for future lettings

£

-

£

-

The East Bridgford Village Hall CIO has given no guarantees to any third party, has no debts as at 31 March 2023 and has no charges on any assets.

Signed by two trustees on behalf of all trustees on

A Wainwright

R Lucas

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## **Independent Examiner's Report to the Trustees of East Bridgford Village Hall**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 1 to 8.

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

As the charity's 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 charity'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 respect of the charity as required by section 130 of the Act;  
or
2. the accounts do not accord with those records

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 in order to enable a proper understanding of the accounts to be reached.

*K Mealand*

K Mealand FCCA

Lemans Chartered Accountants

29 Arboretum Street  
Nottingham  
NG1 4JA

Date *26 June* 2023