



## Trustees' Annual Report for the period

From	Period start date	To	Period end date
1	January	2023	31 December 2023

### Section A Reference and administration details

**Charity name** The Freshford Village Memorial Hall

**Other names charity is known by**

**Registered charity number (if any)** 1174158

**Charity's principal address** The Freshford Village Memorial Hall

Freshford Lane

Freshford, Bath

**P** BA2 7UR

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Wright	Chair		Elected
2	Peter Jones	Treasurer		Freshford Horticultural Society and Freshford and District History Society
3	Alexandra Malir	Secretary		Elected
4	Benjamin Batchelor-Wylam	Committee member		Elected
5	Claudia Towner	Committee member		Elected
6	William Sneyd	Committee member		Elected
7	Martin Walker	Committee member	Until 27 July 2023	Elected
8	Philip Haile	Committee member	Until Nov 2023	Elected
9	Nicholas Stevens	Committee member	Until 7 May 2023	Friends of Freshford
10	Martin Whitbread	Committee member	Until March 2023	Freshford School PTA
11	Alison Sellers	Committee member		Freshford Preschool
12	Ian Sharp	Committee member		Elected
13	Simon Coombe	Committee member		Galleries Shop and FLISCA
14	Richard Tibbles	Committee member		Parish Council
15	Abby Moore	Committee member	From Sept 2023	Freshford Preschool

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 26 <sup>th</sup> July 2017
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	The management committee members consist of eleven trustees elected at the AGM by the inhabitants of the area of benefit, 5 trustees are appointed to represent specified Hall user groups and up to 6 co-opted trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

On 26 July 2017, the trustees of The Freshford Village Memorial Hall (Registered Charity No. 304545) established a Charitable Incorporated Organisation; The Freshford Village Memorial Hall (Registered Charity No.1174158) to take forward the charity's work.

By a General Vesting Declaration made by the trustees on 18 October 2017, The Freshford Village Memorial Hall (Registered Charity No.304545) merged with, and transferred all its assets and property to, The Freshford Village Memorial Hall (Registered Charity No. 1174158).

The merger was registered with the Charity Commission on 28<sup>th</sup> September 2018, after the new ownership of the land was registered with the Land Registry, and The Freshford Village Memorial Hall (304545) was removed from the Register of Charities on the same date.

All trustees give their time as volunteers and receive no remuneration or other benefits for duties fulfilled as part of their trustee role.

### Summary of the objects of the charity set out in its governing document

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 Freshford and the neighbourhood ("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.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In managing Freshford Village Memorial Hall the trustees had due regard to the Charity Commission's public benefit guidance.

During 2023, the Charity's public benefit can be summarised as;

- Continued provision, maintenance and improvement of a village hall facility to provide a regular venue for Freshford Pre-school, sporting and drama activities by Freshford Primary School, Freshford and District Local History Society, Freshford and District Horticultural Society, Freshford Beavers, Cubs and Scouts, Warrior Academy martial arts, zumba classes, pilates classes, GCSE/A level revision classes, table tennis, badminton, fencing and monthly Parish Council meetings.
- In addition the village hall is used as a one-off venue for a wide range of events

including Brownie, Rainbow and Guide pack holidays, Friends of Freshford fund-raising social events, charity fund-raising jumble sales, children's birthday parties, private parties, elections and furniture sales.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant-making;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made to Freshford Village Memorial Hall by trustees and other community volunteers, particularly with regard to development, maintenance, management, accounting, marketing, fund-raising and preparing grant applications. Without this valuable contribution of time, energy and expertise the successful operation of Freshford Village Memorial Hall would not be possible.

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

The Recladding/Thermal Envelope/Air Conditioning Heating project has been brought to a successful conclusion, the Main Hall redecorated and electrically operated blinds provided. Fencing work was carried out to maintain our boundaries and ensure safe play areas for the preschool. Our plans for 2024 include a new floor, new stage curtains and new chairs together with a revised store room layout to reduce chair and table handling.

Preschool, Warrior Academy, Revision Courses, Furniture sales, Fencing and Badminton continued during 2023 providing an activity for children, retail services or sports.

The trustees kept up to date with the changing government regulations and guidance with the valuable support of ACRE (Action with Communities in Rural England) and the support of Dick Whittington from WERN (West of England Rural Network). Risk assessments have been updated throughout the year, and the frequency of cleaning has been increased.

The Annual Fete was held in June 2023. This event was very well attended and raised £2,811 for the Hall.

### Brief statement of the charity's policy on reserves

Freshford Village Memorial Hall was opened in August 1964. After almost 60 years of use, many aspects of the building are considered to be approaching the end of their economical and structural life, and are being replaced through the Hall's ongoing development programme.

In order to continue to secure and sustain the charity's viability and the Memorial Hall's future availability to users, it is the Trustees' policy to aim to hold sufficient funds in unrestricted reserves to support anticipated major maintenance and redevelopment costs, providing leverage for additional grant and community funding.

The Trustees will review the Reserves Policy and the amount of reserves held at each Management Committee meeting.

Freshford Village Memorial Hall held £14,534 in unrestricted reserves at 31 December 2023.

**Details of any funds materially in deficit**

Not applicable

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**SUMMARY**

In 2023, Unrestricted Funds receipts exceeded payments by £10,661 (2022 £10,278).

Transfers of £29,827 from Unrestricted Funds to Restricted Funds were required to meet shortfalls in grant funding of Hall Redevelopment – Recladding & Thermal Envelope - £26,743 and Blinds - £3,084.

Unrestricted Cash Funds at 31 December 2023 were £14,534 (2022 £33,700) which equates to 8 months of general expenses (2022 24 months).

Restricted Funds Grants and Donations received were £29,740 (2022 £162,350) including £6,475 towards Phase 1 of the Freshford Village Memorial Hall redevelopment programme to update the cladding, glazing and heating of the building, £7,000 for blinds and £6,200 for redecoration.

Restricted Cash Funds at 31 December 2023 were £10,065 (2022 £nil) - £7,000 for floor repairs and curtains and £3,065 for new chairs.

**RECEIPTS**

Block Bookings: Receipts were £14,232 (2022 £13,659).

Occasional Bookings: Receipts were £6,370 (2022 £4,466).

Grants & Donations – Unrestricted Funds: Receipts were £5,377 (2022 £4,811). Freshford Parish Council contributed £1,784 towards the costs of Freshford Village Memorial Hall in 2023 (2022 £1,737). Freshford Preschool made a grant of £2,500.

Freshford & Limpley Stoke Fete: The surplus of £5,622 was shared 50% Freshford Village Memorial Hall / 50% Limpley Stoke Village Hall (2022 £4,172 shared 50% FVMH / 50% LSVH).

**PAYMENTS**

Hall Redevelopment – Recladding & Thermal Envelope: Payments of £33,218 in 2023 were covered by a grant of £6,475 and a transfer from Unrestricted Funds of £26,743.

Blinds: Electrically operated blinds were fitted in the Main Hall at a cost of £10,084. This amount was financed by a grant of £7,000 and a transfer from Unrestricted Funds of £3,084.

Redecoration: Payments of £6,200 in 2023 were funded by grants and donations received as a result of an appeal to the villagers of Freshford and Limpley Stoke.

Cleaning: Expenditure in 2023 was £5,685 (2022 £3,150). Included were payments to cleaners of £4,634 (2022 £2,737). In 2022, Freshford Village Memorial Hall was closed for two months for building work.

Electricity and Heating Oil: The change to air source heat pumps meant there were no further purchases of oil (2022 £1,622). Expenditure on electricity increased to £2,371 (2022 £1,596). The consumption of electricity increased by 32% in 2023.

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Section F

Other optional information

Our longer term objectives are to bring the foyer/kitchen end of the building up to the same standard as the rest of the Hall and reduce roof leakages. We aim to add solar panels to a replacement roof over this end of the building to reduce our carbon footprint and our utility bills.  
A second aim is to resurface the car-park which is suffering from weather damage and high groundwater levels. Grant funding will be sought to make these objectives possible.

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	David Wright	Peter Jones
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	06/03/2024	

**RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

		<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
<b>RECEIPTS</b>							
Hire of hall							
Block booking		14,232		14,232	13,659		13,659
Occasional		6,370		6,370	4,466		4,466
		<u>20,602</u>		<u>20,602</u>	<u>18,125</u>		<u>18,125</u>
Fundraising							
Grants & Donations	note 2	5,377	29,740	35,117	4,811	162,350	167,161
Fete	note 3	2,811		2,811	2,086		2,086
Coronation Picnic		195		195			-
Trading & Parking Agreements		1,828		1,828	1,692		1,692
Damage/Nuisance Deposit		250		250			-
Hire of Equipment		130		130	95		95
Interest		57		57	128		128
		<u>31,250</u>	<u>29,740</u>	<u>60,990</u>	<u>26,937</u>	<u>162,350</u>	<u>189,287</u>
<b>PAYMENTS</b>							
Hall Redevelopment			33,218	33,218		218,229	218,229
Blinds			10,084	10,084			-
Redecoration			6,200	6,200			-
Cleaning		5,685		5,685	3,150		3,150
Booking Secretary & Administration		3,555		3,555	3,114		3,114
Utilities - Electricity		2,371		2,371	1,596		1,596
Water Services		864		864	457		457
Heating Oil				-	1,622		1,622
Maintenance & Repairs		2,828		2,828	1,476		1,476
Insurance		1,962		1,962	1,861		1,861
Maintenance of Field & Play Area		1,668		1,668	1,662		1,662
Refuse collection		1,426		1,426	1,424		1,424
Music licences		230		230	297		297
Flagpole & Flags				-		3,333	3,333
		<u>20,589</u>	<u>49,502</u>	<u>70,091</u>	<u>16,659</u>	<u>221,562</u>	<u>238,221</u>
RECEIPTS LESS PAYMENTS		10,661	-19,762	-9,101	10,278	-59,212	-48,934
TRANSFERS BETWEEN FUNDS		-29,827	29,827	-	-35,930	35,930	-
CASH FUNDS AT 31 DECEMBER 2022		33,700		33,700	59,352	23,282	82,634
CASH FUNDS AT 31 DECEMBER 2023		<u>14,534</u>	<u>10,065</u>	<u>24,599</u>	<u>33,700</u>	<u>-</u>	<u>33,700</u>
<b>CASH FUNDS AT 31 DECEMBER 2023</b>							
CAF Bank CAF Cash Account		14,252	10,065	24,317	33,329		33,329
Virgin Charity Deposit Account		282		282	281		281
COIF Charities Deposit Fund				-	90		90
		<u>14,534</u>	<u>10,065</u>	<u>24,599</u>	<u>33,700</u>	<u>-</u>	<u>33,700</u>

**OTHER MONETARY ASSETS AND LIABILITIES**

	<b>2023</b>	<b>2022</b>
	Unrestricted	Unrestricted
	Funds	Funds
<b>DEBTORS AND PAYMENTS IN ADVANCE</b>		
Hire of hall		
Block booking	1,837	1,507
Occasional	-	30
Trading & Parking Agreements	193	125
Other	-	69
	<u>2,030</u>	<u>1,731</u>
<b>CREDITORS AND RECEIPTS IN ADVANCE</b>		
Hire of hall		
Occasional - 2024 bookings	428	672
Damage Deposit	250	-
Other expenses	343	453
	<u>1,021</u>	<u>1,125</u>

**RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**ASSETS RETAINED FOR THE CHARITY'S OWN USE**

**Buildings and land** used by the charity - The Freshford Village Memorial Hall, the Queen Elizabeth recreation field and children's play area.

The Freshford Village Memorial Hall (Registered Charity No.1174158) is the corporate trustee of the charity's permanent endowment on the terms of the existing trusts. The permanent endowment is the land comprised in a conveyance made 23 August 1919 with The Freshford Village Memorial Hall since erected thereon.

The land comprised in a deed of gift made 22 July 1950 is unrestricted property.

**Furniture and equipment** - play area equipment, heating and lighting systems, kitchen equipment, chairs, tables etc. These are maintained in a suitable condition by the Committee of Management and repairs and replacements are included in the Receipts and Payments Accounts.

**NOTES**

**1. Receipts and Payments Accounts**

The Receipts and Payments Accounts summarise the movements of cash into and out of the charity during the period.

**2. Grants & Donations Received**

**Restricted Funds**

Restricted Funds are separated from Unrestricted Funds. The Trustees are obliged to spend Restricted Funds only on the particular purposes set out by the donors.

Transfers from Unrestricted Funds to Restricted Funds are required to meet any deficits on projects.

	Redevelopment	Floor & Curtains	Blinds	Chairs	Redecoration & Chairs	Total
<b>Restricted Funds - Grants received in 2023</b>						
Medlock Charitable Trust	6,475					
Morrisons Foundation		7,000				
The National Lottery Community Fund			7,000			
Friends of Freshford - in memory of Nick Stevens				1,000		
Freshford & Limpley Stoke Community Association					1,000	
The Cobalt Trust					1,000	
Tesco Community Grants					500	
Village Appeal - Other				2,065	3,700	29,740
<b>Transfer from Unrestricted Funds</b>						
Redevelopment - Recladding & Thermal Envelope	26,743					
Blinds			3,084			29,827
	33,218	7,000	10,084	3,065	6,200	59,567
<b>Expenditure in 2023</b>						
Redevelopment	33,218					
Blinds			10,084			
Redecoration					6,200	49,502
<b>Carried forward 31 December 2023</b>	-	7,000	-	3,065	-	10,065

**Unrestricted Funds - Grants & Donations received**

	2023	2022
Freshford Preschool	2,500	
Freshford Parish Council	1,784	1,737
In memory of Nick Stevens	823	
Freshford & District Horticultural Society	257	407
Sundry	13	
Covid 19 Grants		2,667
	5,377	4,811

**3. Fund raising - Freshford & Limpley Stoke Fete**

Limpley Stoke Village Hall's share of the surplus from the fete was 50% in 2023 (2022 - 50%).

**4. Outstanding Guarantees and Secured Debts**

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Signature	Name	Date of approval
Signed on behalf of all the trustees	David Wright Chair	6 March 2024
	Peter Jones Treasurer	6 March 2024



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

THE FRESHFORD VILLAGE MEMORIAL HALL

On accounts for the year  
ended

31<sup>st</sup> DECEMBER 2023

Charity no  
(if any)

1174158

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

Responsibilities and basis  
of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

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").

Independent examiner's  
statement

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.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~\*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

6<sup>th</sup> March 2024

Name:

DAVID LINDOP

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

Address:

1 STAPLES HILL

FRESHFORD

BATH BA2 7WL



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.