

Charity Registration No. 1176200

Company Registration No. 10410213 (England and Wales)

PENKHULL VILLAGE HALL COMMUNITY TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2023

PENKHULL VILLAGE HALL COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Charles Pantin - Treasurer	
	Michael Allen - Chair	
	Karen Jones	
	Susan Pantin	
	Michael Willis	
	Janet Wakefield	
	Susan Hallam	
	John Stokes	
	Ruth Lauren Anderson	(Appointed 15 January 2024)
	Dean Richardson	(Appointed 10 February 2024)
Secretary	Charles Pantin - Treasurer	
Charity number	1176200	
Company number	10410213	
Registered office	Penkhull Village Hall 11 Trent Valley Road Stoke-on-Trent Staffordshire ST4 5JB	
Independent examiner	C France Geens Limited Graphic House Stoke on Trent ST4 2PH	
Bankers	Natwest 75 High Street Newcastle Under Lyme Staffordshire ST5 1PN	

PENKHULL VILLAGE HALL COMMUNITY TRUST

CONTENTS

	Page
Trustees report	1 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14 - 21

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 OCTOBER 2023

The trustees present their annual report and financial statements for the year ended 31 October 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Executive summary

During the year there was 80% occupancy over the weekend days when the hall was open (96 days, closed only for Christmas, New Year, Easter and two days when volunteers were unavailable). On 18 of the days there was more than one event during the day. During the year we had to turn away 125 enquiries for weekend events as we were already booked. A further 23 enquiries were turned down because they didn't meet our policies. Of the events booked 38 were Penkhull residents and 39 were from outside the village but within the City. These figures demonstrate again that Penkhull Village Hall is in great demand as a community facility and is meeting its constitutional objectives.

Children's daytime parties made up the bulk of the weekend bookings and this year there has been a small increase over last of adult and family evening parties. Besides family celebrations the hall has been booked for, amongst other things, choir and dance rehearsals, a dog resuscitation class, a photography day and a beer festival.

The trustees have dealt with significant financial pressures this year. After last year's lower than usual repair and maintenance work required, the problems returned with a vengeance. Just before Christmas 2022 we had to replace a major section of the roof at a cost of £14,160, then the building had to be re-wired to comply with current electrical legislation. Along with general repair and maintenance during the year, repairs and renewables accounted for 44% of overall expenditure.

During the year volunteers continued to repair and maintain the fabric of the building, saving significant labour costs for the Trust. We received a major boost in May 2023 when 10 volunteers joined the existing improvement team for the Big Help Out. Between them, in one day, they repaired, cleaned, installed, painted, weeded and tidied to spruce up the main hireable rooms of the building. Six of the 10 have become regular members of the maintenance team and one has joined as a trustee.

Operational finances have been hit by price rises in energy and building/maintenance materials alongside price rises imposed by most of our cost centres. Our fixed term energy contracts came to an end during this year, bringing increased costs with the new contracts. Having maintained hire prices since 2016 the trustees had no option but to increase the one-off hire charge to go some way towards meeting increased costs. Regulars' hire charges will increase in the next financial year.

We have kept the hire increases as low as possible to maintain the hall as an accessible community facility and have taken the decision to use existing resources to make up the shortfall. This decision is monitored as part of the financial report at the trustees' monthly meeting.

Penkhull Village Hall Community Trust employs two part time staff, so relying almost exclusively on dedicated volunteers for the daily operation and maintenance of the village hall. The trustees, all volunteers, are part of that team and also manage the legal and administration work, fundraising and strategy for the future.

The heavy and widespread use of the building continues to demonstrate its place as an essential facility supporting the community of Penkhull and its environs.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 OCTOBER 2023***

Legal status of the Trust

Penkhull Village Hall Community Trust is registered with both the Charity Commission (no.1176200) and Companies House (no.10410213)

Penkhull Village Hall Community Trust owns Penkhull Village Hall on behalf of the community of Penkhull. Under the overage agreement reached with the Duchy of Lancaster in 2020, should the trustees at any point sell the building and land outside of community use, a third of the profits must be transferred to the Duchy.

The trustees of Penkhull Village Hall Community Trust are extremely grateful to the Duchy of Lancaster, without whom our community would not be in the position it is today to create a centre with a future.

Buildings

Penkhull Village Hall started life as a church school over 170 years ago. It closed as a primary school in the 1970s when other schools opened in Penkhull. It was then used during the day as an annexe by St Peter's secondary school for a period and since 1994 has been used wholly as a village hall for use by the local community. It is part of the Penkhull conservation area.

Because it was built as a school the village hall benefits from several different sized rooms and a stage. One of the downsides is that as many rooms as possible need to be used concurrently to maximise revenue and minimise waste of utilities. As there is no soundproofing this can be difficult to achieve because not all activities are compatible.

Running and maintaining the village hall

Penkhull Village Hall is an old, failing building. It requires constant care and maintenance and we are fortunate to count among the improvement team people with a wide range of skills from essential DIY to the electrical and plumbing trades. There is, of course, so much more to running a successful village hall. Those not involved in climbing ladders and wielding power tools are equally involved in making sure the hall provides the best possible environment and customer service to make it an attractive place to hire, and therefore sustaining an adequate level of income. Volunteers assist the business manager in the day to day running of the hall and supporting hirers and it is solely volunteers who run the weekly community cafe.

All the activity is supported by the voluntary administration function to ensure the hall complies with legal requirements, and sound financial management ensures the trustees have accurate financial information on which to make both operational and strategic decisions.

During this financial year we have had to make some significant expenditure on repairing, maintaining and updating the fabric and facilities of the building. This has included £14,160 replacing part of the studio roof and £5,560 replacing electrical wiring and electrical inspection to achieve a satisfactory electrical installation condition report.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Use of the village hall

There is a real sense of community in Penkhull and its strapline - *a village within a city* - is both indicative of how the area is viewed by its residents and evocative of its village-like lifestyle.

Given its amenities and its location in the centre of Penkhull, the village hall is a natural centre for community activity. Since the creation of The Penkhull Mysteries in 2005 arts and performance groups and activities have blossomed. Most of them have centred on the village hall.

As an old school, Penkhull Village Hall has three rooms available to hire, one of which is a small meeting room. Because of internal noise pollution the two adjacent main rooms can only be used simultaneously if the activities are complementary and careful scheduling has achieved this on four evenings a week during the period of this report. Simultaneous multi-use of the building is not normally possible at weekends owing to the nature of the activities.

It is important to maximise the use of the building to achieve the highest possible revenue and to make the most efficient use of the heating. The gas central heating system is not zoned, so to heat one room the whole building must be heated.

Mondays to Fridays, the hall is mainly used for regular activities that encompass social, sporting/exercise, music, and children's groups. The full weekly schedule is in Appendix i.

It is the hall's policy to protect Saturdays and Sundays for ad hoc events so the community has good access to the facility for events like parties for residents of all ages, concerts, dances, fundraising events, national celebrations and more. During the year there were 86 individual weekend events. Of the parties booked, 38 were Penkhull residents and 39 were from outside the village but within the City.

The Coronation of King Charles III on 6th May demonstrated the strength of the village hall and its team. A celebratory lunch was sold out, with people coming together to watch the broadcast event and celebrate this national occasion. The trustees took advantage of the King's call to volunteers to organise a Big Help Out day, with new volunteers signing up to spruce up the village hall in a day.

The police post, now well-established, has continued to bring the expected benefits to both the hall and the village. Police officers and PCSOs on the Penkhull and surrounding patches have made effective use of the room provided. The facility negates the need to return to their station during a shift and means officers spend more time on the patch and have somewhere warm, dry and welcoming to spend their breaks. Because officers use the hall at different times of the day and evening low level anti-social behaviour around the building has all but disappeared, which is a major bonus.

Without doubt Penkhull Village Hall is the hub of the village community. It is the place to go to find out what is going on and to make individual voices heard, the place to go to learn new skills, the place to go for celebrations and the place to go to 'give something back'.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Finances

Penkhull Village Hall finances are managed monthly through the year by trustee and treasurer, Charles Pantin. The annual accounts are prepared by Geens Chartered Accountants, Graphic House, 124 City Road, Stoke-on-Trent, Staffordshire.

Commentary on the financial year

2022/23 has been a challenging year for the trustees regarding finances. This was the year when the national economic situation began to impact heavily on business and personal finances with energy price rises, building material price rises and general cost of living rises including rent and mortgage increases.

PVHCT started the year with low-rate fixed energy price contracts still in place but coming to an end. Trustees signed up to new contracts with the best offers available at the time, albeit at much increased rates. The new and costliest contract, gas, started in March 2023, which gave a gentle lead-in to the new prices as there is little gas use during the summer months.

To balance financial viability with maintaining access to a community facility, trustees decided to change to a two-tier pricing structure. To help the regular groups keep going, trustees kept their hourly hire rate at £15 but with an indication this was likely to increase in 12 months' time. This gave regular hirers certainty and reduced the likelihood of classes closing and so preserving regular income for the hall.

Hourly rates for one-off events (mostly weekend parties) were raised from £15 to £20 per hour. The reasoning was that this increase only had to be found once rather than every week and was more likely to be acceptable. This appeared to be the case as no-one enquiring about or booking such events queried the new cost.

Nevertheless, one-off events were down on the previous year, as were rejected bookings (mostly as the requested date was already booked) and the total income from these events was down by just over £1,000. Trustees are reasonably confident that the reason for the decrease is the general rising cost of living so many people just don't have the money to spend on these celebrations, rather than the increased hire charge.

Another major impact on the Trust's finances was two major structural jobs (replacement roof and electrical re-wiring) requiring professional trades alongside increasingly expensive materials for the on-going repairs and maintenance carried out by the hall's volunteer improvement team. Of the expenditure of £28,321 on repairs and renewables, £19,437 was paid to outside contractors. The total cost of repairs and renewables represented 44% of the hall's total expenditure in 2022/23.

Whilst total expenditure was significantly up on last year and income was up by just over £10,000 (due to a generous donation) trustees are pleased that, in such a challenging year, the hall managed to keep the annual loss to just £1,185. Whilst a financial loss is rarely ideal, this must be seen in the context of keeping the hall open and maintaining a level of business that demonstrates the Trust is meeting its constitutional objectives.

Looking forward to 23/24 trustees have committed to a small increase in the hourly rate for regular hirers and are hopeful of attracting more regular classes, although opportunities are limited as there is already so much a high day and evening occupancy. Donations have contributed 32% of this year's income and trustees hope to expand this over the coming year.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 OCTOBER 2023**

Planning for the future of Penkhull Village Hall

Penkhull Village Hall is an old, failing building with myriad problems, many of them costly, which is why the Trust was formed. As a charity the Trust can apply for major grants and support to make the major changes that are necessary for a community centre fit for our children and our children's children. The volunteers have a great range of skills that make it possible to keep the hall repaired and maintained but much of this is cosmetic.

Since its inception the Trust has been working on a long-term plan of major rejuvenation of the hall as the current building has a limited life. Whilst the Trust has received significant and welcome support from its architects, plans have not proceeded at the rate intended. This means trustees are now faced with having to do major work on the hall to keep it going until a sustainable solution can be put in place. Specifically, the trustees plan to replace the whole exceedingly fragile heating system and install insulation to bring heating costs down. Trustees will apply for grants to cover this major expenditure but, if unsuccessful, the urgency is now such that they will have to use reserves. The trustees will continue to do the groundwork towards a sustainable rejuvenation that is likely to have to be undertaken by future trustees.

Keeping the hall going for the benefit of the village is not solely about the building of course. It is the people involved, staff and volunteers, who make it all possible. The small, dedicated group of volunteers who have nursed the hall through to this point are getting older. During the coming year trustees will focus on succession planning. We have had some welcome success in attracting volunteers to the improvement/maintenance team through the Big Help Out, but more are needed, along with people to help keep the cafe going and help with the organisational and administrative side of the operation. Given the national and local reporting of difficulty in attracting volunteers, this is unlikely to be easy but is essential if this community facility is to survive.

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Charles Pantin - Treasurer

Michael Allen - Chair

Karen Jones

Susan Pantin

Michael Willis

Janet Wakefield

Susan Hallam

John Stokes

Ruth Lauren Anderson

Dean Richardson

(Appointed 15 January 2024)

(Appointed 10 February 2024)

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Recruitment and appointment of trustees

Paid staff Sue Birch, Business Manager
Sarah Welch, Cleaner

Improvement Team	Mike Allen	Sue Hallam
	Hazel Allen	Sue Pantin
	Sue Birch	John Stokes
	John Buttery	Ann Willis
	Alex Green	Mike Willis
	Kevin Cox	Julie Fletcher
	Ray Dodd	Dean Richardson
	Barbara Shenton	Christine Williams
	Graham Fletcher	

Where the village hall is

- Penkhull Village Hall
Trent Valley Road

Penkhull

Stoke on Trent

Staffordshire

ST4 5JB
- @ villagehallpenkhull@gmail.com
penkhullwebsite@gmail.com
- 01782 922616
• 07926 880370
- www.penknull.org has pages dedicated to the village hall

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Appendix i

Regular users of Penkhull Village Hall 1st November 2022 to 31st October 2023

(weekly unless otherwise stated)

Day	Group	Approx numbers	Aim
Monday	Kids Club	10-20	Educational, arts and social development for children age 6-13
	Clay Chorus	25-30	Adult singing group led by professional musicians, learning songs with harmony and performing at various events through the year
	Wood turners club (monthly)	30	Woodturning class and meetings with external speakers/trainers who are either in the hall or screened via zoom from their home studio
Tuesday	Dance Fitness Class	10	Dance fitness class to music
	Seated Samba	16	Seated exercise class for people with limited mobility and strength
	Slimming World	30 - 50	Group and leader support to lose weight through a specialist programme, with education about food, nutrition, exercise and healthy living
	Rainbows and Brownies	35	Opportunity for girls aged five to seven and seven to 10 to learn about themselves, their community and their world
Wednesday	Tai Chi	12-20	Tai chi for adults
	Brazilian Dance Fitness x 2	10 – 15	Adult fitness classes based on Brazilian dance style
	Yoga	10	Yoga for adults

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Thursday	Community Cafe	60 - 100	<p>Opportunity for people of all ages to meet in relaxed surroundings. Aimed to get isolated people out of their homes and back into the community, meeting old friends and making new ones. A natural place to advertise and sell tickets for community events, encouraging people to spend more time in community settings.</p>
	Wood turners club (twice per month)	30	<p>Workshop for wood turners of all abilities to work on lathes and other equipment, learning from each other.</p>
	Domesday Morris	20 +	<p>Training for Morris dancing over the autumn and winter months. Domesday Morris is Penkhull's home-grown border Morris side that performs locally, nationally and internationally.</p>
	So-Sew WI (monthly). Penkhull's own WI	40	<p>An opportunity for women of all ages to meet new people, learn new skills and be inspired in many different areas.</p>
	Jujitsu	20 - 25	<p>Training for all ages in the art and skill of jujitsu with opportunities to enter exams and develop through the grades</p>
Friday	Hatha Bliss Yoga	10	<p>Training for all ages in the art of Hatha Yoga, learning key yoga postures, breathing techniques, meditation, physical flexibility and balance.</p>
	Penkhull Panto (from September to February in weeks leading up to panto and culminating in 4 full performances)	40	<p>Education and training in acting skills, music, singing and dancing. Development of skills in stage management, scenery, props, costumes, make up etc.</p>

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2023

The village hall is the hub for the annual events that take place. These are the Penkhull Wassail (January), Penkhull Panto (February), Penkhull Festival of Music and Art (September) and Christmas Fayre with Lights Switch-on (November/December). These events form part of the village calendar with significant numbers of local residents being involved. They also draw in people from further afield and help put Penkhull on the map. Without the village hall most of these events would not be possible.

A past favourite, the Penkhull Mysteries (July) were not held again this year, however, the organisers are hopeful of returning in some form next year.

A major event of the year was the Coronation on 6th May, when the hall's volunteers once again made it a special occasion, serving a special celebratory lunch and providing a live big screen showing of the Coronation of King Charles III.

The Thursday community cafe continues to thrive. It grew quickly from its start in 2014 and now regularly seats more than 70 people during its most popular two hour slot when lunches are served. Many people have been coming since the beginning, and nine years on new people still find their way there, meeting old friends and making new ones. Some of the new friendship groups now go out together beyond the cafe, adding to their social life and minimising the loneliness that was a feature for some. The trustees have approached local social prescribers and now a small number of new people come regularly either alone or with their carers to be part of the companionable environment. Although the majority of customers are older, retired, people, the cafe does attract some young mums with pre-school children and working adults who take advantage of shifts and days off to come and join in.

Apart from organising national celebration events and fundraising events, the community cafe is the only activity in the hall run by the trustees themselves, and is the only regular activity that closes for just one day a year (during the Christmas period). Its reliability, constancy and happy atmosphere are much valued in the village.

Appendix ii

Ad hoc use of Penkhull Village Hall

It is the hall's policy to protect Saturdays and Sundays for ad hoc events so the community has good access to the facility for events such as parties, workshops, concerts and fundraising activities.

During the year there was 80% occupancy over the weekend days when the hall was open (96 days, closed only for Christmas, New Year, Easter and two days when volunteers were unavailable). On 18 of the days there was more than one event during the day.

Weekend events included 42 children's parties, 18 adult/family parties/events, 3 Christening and Communion celebrations, 5 craft fayres, 1 afternoon tea, 2 baby showers 2 choir and 2 dance rehearsals, 3 soundbath sessions, a beer festival, a wedding celebration, a dog resuscitation course, and a Coronation Lunch.

Meeting demand

Excluding eight days closure for holiday periods and two days when volunteers were unavailable, there were only 19 weekend days during the year when the hall was not in use at some point. Many of the bookings have been repeats or a direct result of word-of-mouth where customers have been delighted with the quality of both the facility and the customer service.

A total of 148 enquiries were turned down: 125 because the hall was already booked and 23 that were against our policy.

These figures demonstrate very clearly that Penkhull Village Hall continues to be in great demand as a community facility and is meeting its constitutional objectives.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

Political donations

The trustees report was approved by the Board of Trustees.

C F A Pantin

C F A Pantin (Mar 22, 2024 09:34 GMT)

Charles Pantin - Treasurer
trustee

Date:

PENKHULL VILLAGE HALL COMMUNITY TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PENKHULL VILLAGE HALL COMMUNITY TRUST

I report to the trustees on my examination of the financial statements of Penkhull Village Hall Community Trust (the charitable company) for the year ended 31 October 2023.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

C France
For and behalf of
Geens Limited



Graphic House
124 City Road
Stoke on Trent
ST4 2PH

Dated:

PENKHULL VILLAGE HALL COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2023

		Unrestricted funds general 2023 £	Unrestricted funds Designated 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds Designated 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	21,430	-	21,430	10,074	-	10,074
<u>Charitable activities</u>							-
Charitable income	4	42,639	-	42,639	37,973	-	37,973
Total income		64,069	-	64,069	48,047	-	48,047
Expenditure on:							
Charitable activities	5	65,254	-	65,254	30,667	-	30,667
Net income/(expenditure) and movement in funds		(1,185)	-	(1,185)	17,380	-	17,380
Reconciliation of funds:							
Fund balances at 1 November 2022		74,882	180,000	254,882	57,502	180,000	237,502
Fund balances at 31 October 2023		73,697	180,000	253,697	74,882	180,000	254,882

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

PENKHULL VILLAGE HALL COMMUNITY TRUST

BALANCE SHEET

AS AT 31 OCTOBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		180,673		181,086
Current assets					
Cash at bank and in hand		74,068		74,744	
Creditors: amounts falling due within one year	11	1,044		948	
Net current assets			73,024		73,796
Total assets less current liabilities			253,697		254,882
The funds of the charitable company					
Unrestricted funds - general			73,697		74,882
Unrestricted funds - Designated	12		180,000		180,000
			253,697		254,882

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on

C F A Pantin

[C F A Pantin \(Mar 22, 2024 09:34 GMT\)](#)

Charles Pantin - Treasurer

Trustee

Company registration number 10410213 (England and Wales)

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2023

1 Accounting policies

Charity information

Penkhull Village Hall Community Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Penkhull Village Hall, 11 Trent Valley Road, Stoke-on-Trent, Staffordshire, ST4 5JB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Not depreciated
Fixtures and fittings	20% Reducing balance
Computers	33.33% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations and gifts	18,602	6,685
Government grants	2,828	3,389
	<u>21,430</u>	<u>10,074</u>

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

3 Income from donations and legacies

(Continued)

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Grants receivable for core activities		
Gift aid	1,827	1,509
Stoke on Trent Council	1,001	1,880
	<u>2,828</u>	<u>3,389</u>

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Charitable income		
Hall Hire	28,833	28,645
Community cafe	11,551	8,438
Fundraising	2,255	890
	<u>42,639</u>	<u>37,973</u>

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

5 Expenditure on charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Direct costs		
Staff costs	8,784	8,057
Depreciation and impairment	413	414
Repairs and renewables	28,321	7,876
Council and water rates	833	986
Cleaning and waste disposals	2,695	1,665
Heat and light	6,956	5,323
Subscription and licence	1,354	678
Insurance	3,728	3,219
Legal and professional fees	9,480	540
Sundry expenses	-	197
Telephone and computer consumables	1,604	764
	<u>64,168</u>	<u>29,719</u>
Share of support and governance costs (see note 6)		
Governance	1,086	948
	<u>65,254</u>	<u>30,667</u>
Analysis by fund		
Unrestricted funds - general	<u>65,254</u>	<u>30,667</u>

6 Support costs allocated to activities

	2023 £	2022 £
Independent examination fees	<u>1,086</u>	<u>948</u>
Analysed between:		
Charitable Expenditure	<u>1,086</u>	<u>948</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	2	2

Employment costs

	2023 £	2022 £
Wages and salaries	8,784	8,057

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 November 2022	180,000	657	843	181,500
At 31 October 2023	180,000	657	843	181,500
Depreciation and impairment				
At 1 November 2022	-	132	282	414
Depreciation charged in the year	-	132	281	413
At 31 October 2023	-	264	563	827
Carrying amount				
At 31 October 2023	180,000	393	280	180,673
At 31 October 2022	180,000	525	561	181,086

11 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	1,044	948

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

12 Unrestricted funds - Designated

These are unrestricted funds which are material to the charitable company's activities.

	At 1 November 2022 £	At 31 October 2023 £
	180,000	180,000
	<u>180,000</u>	<u>180,000</u>
Previous year:		
	At 1 November 2021 £	At 31 October 2022 £
	180,000	180,000
	<u>180,000</u>	<u>180,000</u>

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 November 2022 £	Incoming resources £	Resources expended £	At 31 October 2023 £
General funds	74,882	64,069	(65,254)	73,697
	<u>74,882</u>	<u>64,069</u>	<u>(65,254)</u>	<u>73,697</u>
Previous year:				
	At 1 November 2021 £	Incoming resources £	Resources expended £	At 31 October 2022 £
Own use tangible assets	180,000	-	-	180,000
General funds	(122,498)	48,047	(30,667)	(105,118)
	<u>57,502</u>	<u>48,047</u>	<u>(30,667)</u>	<u>74,882</u>

The fixed assets fund has been set up to assist in identifying those funds which are not free funds, and it represents the net book value of fixed assets, less any directly associated borrowings.

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

14 Analysis of net assets between funds

	Unrestricted funds general 2023 £	Unrestricted funds Designated 2023 £	Total 2023 £
Fund balances at 31 October 2023 are represented by:			
Tangible assets	673	180,000	180,673
Current assets/(liabilities)	73,024	-	73,024
	<u>73,697</u>	<u>180,000</u>	<u>253,697</u>

	Unrestricted funds general 2022 £	Unrestricted funds Designated 2022 £	Total 2022 £
Fund balances at 31 October 2022 are represented by:			
Tangible assets	1,086	180,000	181,086
Current assets/(liabilities)	73,796	-	73,796
	<u>74,882</u>	<u>180,000</u>	<u>254,882</u>

15 Related party transactions

Transactions with related parties

During the year the charitable company entered into the following transactions with related parties:

Donations received without conditions from related parties total £16,100 (2022 £6,025)