

Our Ref: CF/TA/HWW/P003/223770

11 March 2025

Dr C Pantin
Penkhull Village Hall Community Trust
Penkhull Village Hall
11 Trent Valley Road
Stoke-on-Trent
Staffordshire
ST4 5JB



**SENT BY EMAIL ONLY
FOR ELECTRONIC SIGNATURE**

Dear Charles

PENKHULL VILLAGE HALL COMMUNITY TRUST

Accounts have been prepared for the company in respect of the year ended 31 October 2024, and as we have no queries to clear, I have taken the liberty in issuing them in final form for approval and signing rather than sending you a draft. If you have a query that results in any amendment to the accounts, I will happily process this and issue a revised set.

Please find the following enclosed for you to deal with as indicated below:

1. A copy of the statutory financial statements for the period ended 31 October 2024. If approved, would you please sign the Trustees Report and Balance Sheet where indicated. I will then sign the Independent Examiners Report and arrange for these to be filed with Companies House.
2. A letter of representation that details certain confirmations that we require for our files. Please sign where indicated.

If you have any queries please do not hesitate to contact me. Our invoice for work completed will be forwarded to you under separate cover for your kind attention.

Kind regards.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carl France', with a long horizontal stroke extending to the right.

Carl France

Email: carl.france@geens.co.uk

Geens Limited

Registered Office address: Graphic House, 124 City Road, Stoke-on-Trent, ST4 2PH

T: 01782 847952 E: info@geens.co.uk W: www.geens.co.uk

Registered in England and Wales number 08430716

Directors: Karen Staley BSc FCA, Carl France, Dean Clacher FCCA, Chris Beeston ACA CTA

Registered to carry on audit work in the UK, regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England & Wales.



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 2024

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	
	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 - 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 19

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 OCTOBER 2024

The trustees present their annual report and financial statements for the year ended 31 October 2024.

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

On Mondays to Fridays, the hall was used for 17 regular facilities encompassing social, exercise, music, and children's groups. There was 77% occupancy over the weekend days. These figures demonstrate that Penkhull Village Hall is in great demand as a community facility and is meeting its constitutional objectives.

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 manage the legal and administration work, fundraising and strategy for the future.

During the year volunteers continued to repair and maintain the fabric of the building, saving significant labour costs for the Trust.

The trustees have dealt with significant financial pressures this year. The energy costs almost tripled from £7K in 22-23 to £17K in 23-24. Luckily, repair costs fell from £28K to £18K. The hall made a surplus of £18K only because of a one-off donation of £21K.

Having maintained hire prices since 2016 the trustees had no option but to increase the regular and one-off hire charges in January 2024.

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

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.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

Location of the village hall

- Penkhull Village Hall
Trent Valley Road

Penkhull

Stoke on Trent

Staffordshire

ST4 5JB
- @ villagehallpenkhull@gmail.com

penkhullwebsite@gmail.com
- 01782 922616
• 07926 880370
- www.penhull.org has pages dedicated to the village hall

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 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 three 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, 23 were Penkhull residents and 36 were from outside the village but within the City, mostly from our next-door areas. See further details about ad-hoc hire in Appendix ii.

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 extensive 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 random 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 2024***

Running the village hall

Trustees and other volunteers were involved in making sure the hall provides the best possible environment and customer service. Volunteers assist the business manager in the day to day running of the hall and in supporting hirers and it is solely volunteers who run the weekly community cafe.

All the activity is supported by volunteers running the administration 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.

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.

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 voluntary improvement team, people with a wide range of skills from essential DIY to the electrical and plumbing trades. 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.

During this financial year, the trustees spent £17923 on repairing, maintaining and updating the fabric and facilities of the building. This has included £9410 insulating the false ceilings and £2970 replacing further 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 2024

Financial review

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, City Rd, Stoke-on-Trent ST4 2PH

Commentary on the financial year

Penkhull Village Hall has gone from a deficit of £1,185 in 22/23 to a surplus of £17,126 in 23/24. The improvement is not the cause for celebration it might at first appear to be:

- Income increased by £13,557 but funds were boosted by a one-off donation of £21K without which, income would have been lower than last year, which shows how important donations are for meeting our commitments
- Total expenditure was slightly lower than last year but the main reason for that was reduced spending on repairs and maintenance (down from £28K to £18K). However, the full effect of gas and electricity price increases came into effect following the end of the previous fixed price contracts, increasing utility bills from £7K (11% of expenditure) to £17K (28% of expenditure).

Trustees have explored grant possibilities to replace the heating system with a modern and more efficient gas boiler, modern radiators and zoned heating, however, we cannot meet funders' requirements so are looking at ways of making improvements to the heating system using our own financial resources possibly boosted by local fundraising. Trustees have also embarked on a programme of insulating the false ceilings in a bid to reduce heating requirements through the year.

Having previously indicated a likely price rise to regular users, trustees did raise their hourly rate from £15 to £17. All activity leaders have been able to meet the small increase. At trustees' request, most groups ran a fundraising activity during the year to help meet the increasing costs of running the hall and helping to keep hirers' prices low.

Income from weekend hire was around £1.5K down on the previous year despite the number of days booked for events being broadly similar. This is likely to be due to the changing balance of daytime and evening bookings. Most daytime events are children's parties, to which the hall is very well suited, but the value of those tend to be around the £60 mark as opposed to a Saturday evening that starts at £150. It's hard to know quite why evening bookings continue to decrease. Some enquiries fall through because we can't accommodate the numbers requested, we don't provide a bar or catering and the hall must be closed by 11.30pm, but there is no doubt we received fewer enquiries for evening parties.

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.

It is the people involved, staff and volunteers, who make it all possible. The small, dedicated group of volunteers are getting older, and trustees are exploring ways of bringing in new volunteers to keep it going, along with new trustees who will take it to the next stage.

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

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

(Appointed 15 January 2024 and resigned 11 July 2024)

Dean Richardson

(Appointed 10 February 2024)

Paid Staff

Sue Birch, Business Manager

Sarah Welch, Cleaner

Improvement Team

Mike Allen

Hazel Allen

Sue Birch

John Buttery

Alex Green

Sue Hallam

Sue Pantin

John Stokes

Ann Willis

Mike Willis

Kevin Cox

Ray Dodd

Barbara Shenton

Christine Williams

Graham Fletcher

Julie Fletcher

Dean Richardson

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

Appendix i

Regular users of Penkhull Village Hall 1st November 2023 to 31st October 2024

(weekly unless otherwise stated)

Day	Group	Approx numbers	Aim
Monday	Baby Ballet	10- 15	The preschool dance syllabus has been carefully designed to ensure each child is taught the principles of ballet and tap at the right developmental level while boosting confidence, and of course having lots of fun.
	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, often via zoom to class and with some members attending via zoom
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 2024

Thursday	Community Cafe	60 - 100	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
	Wood turners club (twice per month)	30	Workshop for wood turners of all abilities to work on lathes and other equipment, learning from each other
	Domesday Morris	20 +	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
	So-Sew WI (monthly). <i>Penkhull's own WI</i>	40	An opportunity for women of all ages to meet new people, learn new skills and be inspired in many different areas
	Jujitsu	20 - 25	Training for all ages in the art and skill of jujitsu with opportunities to enter exams and develop through the grades
Friday	Hatha Bliss Yoga	10	Training for all ages in the art of Hatha Yoga, learning key yoga postures, breathing techniques, meditation, physical flexibility and balance.

The village hall is the hub for the annual events that take place. These are the Penkhull Wassail (January), 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.

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 ten 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.

The trustees with other volunteers run the community cafe every week except during the Christmas period. Its reliability and happy atmosphere are much valued in the village

PENKHULL VILLAGE HALL COMMUNITY TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

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 77% occupancy over the weekend days when the hall was open (98 days, closed only for: Christmas and New Year, two days when volunteers were not available, two days for maintenance work and 4 days owing to a catastrophic cold water tank burst that closed the hall for two weeks). On 15 of the days there was more than one event during the day.

Weekend events included 43 daytime parties, the vast majority of which were children's birthday parties, ten Saturday evening parties, a Christening and a Confirmation Celebration event, five allotment meetings, five fayres, seven learning/rehearsal sessions, six Soundbath sessions, one indoor Penkhull Mysteries Titchy Theatre event, a memorial event, a two-day beer and music festival, three First Aid courses (two of them for young people) and a fundraising lunch provided by a Prue Leith trained chef.

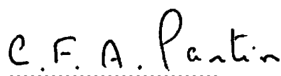
Of the events booked 38 were Penkhull residents and 39 were from outside the village but within the city. Many of the bookings have been repeats or a direct result of word-of-mouth where customers have been delighted with the quality of both the facility and the customer service.

Meeting demand

During the year we had to turn away 198 enquiries for weekend events as we were already booked. A further 16 enquiries were turned down because they didn't meet our policies and 8 because the hall was closed. We had 12 enquiries to run regular activities that we couldn't fit in to our schedule.

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.

The trustees report was approved by the Board of Trustees.



Charles Pantin - Treasurer
Trustee

Date: **Mar 13, 2025**

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 2024.

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.

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Companies Act 2006 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. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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 Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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: **Mar 13, 2025**

PENKHULL VILLAGE HALL COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2024

		Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Unrestricted funds Designated 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	35,377	-	35,377	21,430	-	21,430
<u>Charitable activities</u>							-
Charitable income	4	42,249	-	42,249	42,639	-	42,639
Total income		77,626	-	77,626	64,069	-	64,069
Expenditure on:							
Charitable activities	5	60,500	-	60,500	65,254	-	65,254
Net income/(expenditure) and movement in funds		17,126	-	17,126	(1,185)	-	(1,185)
Reconciliation of funds:							
Fund balances at 1 November 2023		73,697	180,000	253,697	74,882	180,000	254,882
Fund balances at 31 October 2024		90,823	180,000	270,823	73,697	180,000	253,697

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 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	11		180,261		180,673
Current assets					
Cash at bank and in hand		91,660		74,068	
Creditors: amounts falling due within one year	12	(1,098)		(1,044)	
Net current assets			90,562		73,024
Total assets less current liabilities			270,823		253,697
The funds of the charitable company					
Unrestricted funds - general	14		90,823		73,697
Unrestricted funds - Designated	13		180,000		180,000
			270,823		253,697

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 2024.

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 Mar 13, 2025

C.F.A. Pantin

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 2024

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 2024

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 2024

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 2024 £	Unrestricted funds 2023 £
Donations and gifts	30,517	18,602
Grants	4,860	2,828
	<u>35,377</u>	<u>21,430</u>

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

3 Income from donations and legacies

(Continued)

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Grants		
Gift aid	4,360	1,827
Stoke on Trent Council	500	1,001
	<u>4,860</u>	<u>2,828</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable income		
Hall hire	29,442	28,833
Community Cafe	12,191	11,551
Fundraising	616	2,255
	<u>42,249</u>	<u>42,639</u>

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

5 Expenditure on charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Direct costs		
Staff costs	9,591	8,784
Depreciation and impairment	412	413
Repairs and renewables	17,923	28,321
Council and water rates	1,360	833
Cleaning and waste disposals	2,257	2,695
Heat and light	16,801	6,956
Subscription and licence	855	1,354
Insurance	3,753	3,728
Legal and professional fees	4,607	9,480
Telephone and computer consumables	1,483	1,604
	<u>59,042</u>	<u>64,168</u>
Share of support and governance costs (see note 6)		
Governance	1,458	1,086
	<u>60,500</u>	<u>65,254</u>
Analysis by fund		
Unrestricted funds - general	<u>60,500</u>	<u>65,254</u>

6 Support costs allocated to activities

	2024 £	2023 £
Independent examination fees	<u>1,458</u>	<u>1,086</u>
Analysed between:		
Charitable Expenditure	<u>1,458</u>	<u>1,086</u>

7 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,458	1,086
Depreciation of owned tangible fixed assets	<u>412</u>	<u>413</u>

8 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 2024

9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	2	2

Employment costs

	2024 £	2023 £
Wages and salaries	9,591	8,784

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

10 Taxation

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

11 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 November 2023	180,000	657	843	181,500
At 31 October 2024	180,000	657	843	181,500
Depreciation and impairment				
At 1 November 2023	-	264	563	827
Depreciation charged in the year	-	132	280	412
At 31 October 2024	-	396	843	1,239
Carrying amount				
At 31 October 2024	180,000	261	-	180,261
At 31 October 2023	180,000	393	280	180,673

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	1,098	1,044

PENKHULL VILLAGE HALL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

13 Unrestricted funds - Designated

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

	At 1 November 2023 £	At 31 October 2024 £
Designated funds	180,000	180,000
	<u> </u>	<u> </u>
Previous year:	At 1 November 2022 £	At 31 October 2023 £
Designated funds	180,000	180,000
	<u> </u>	<u> </u>

14 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 2023 £	Incoming resources £	Resources expended £	At 31 October 2024 £
General funds	73,697	77,626	(60,500)	90,823
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 November 2022 £	Incoming resources £	Resources expended £	At 31 October 2023 £
General funds	74,882	64,069	(65,254)	73,697
	<u> </u>	<u> </u>	<u> </u>	<u> </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 2024

15 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Total 2024 £
Fund balances at 31 October 2024 are represented by:			
Tangible assets	261	180,000	180,261
Current assets/(liabilities)	90,562	-	90,562
	<u>90,823</u>	<u>180,000</u>	<u>270,823</u>
	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>

16 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 £6,235 (2023 £16,100)

PENKHULL VILLAGE HALL COMMUNITY TRUST

March 2025

Geens Limited
Graphic House
124 City Road
Stoke on Trent
ST4 2PH

Dear Sirs

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other directors/trustees and officials of the charity, the following representations given to you in connection with your independent examination of the charitable company's financial statements for the year ended 31 October 2024.

General

1. We acknowledge as trustees our responsibility under the Companies Act 2006 and Charities Act 2011 for the financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your examination and all the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.
2. The financial statements are free of material misstatements, including omissions.
3. We believe that the effect of uncorrected misstatements is immaterial both individually and in total.

Internal control and fraud

4. We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others. We confirm that we have received a visit from representatives of the Charity Commission following references made in last years' Annual Report. Since that visit there has been no verbal or written follow up.

Assets and liabilities

5. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.
6. We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

7. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

8. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Loans and arrangements

9. The charitable company has not granted any advances or credits to, or made guarantees on behalf of, trustees other than those disclosed in the financial statements.

Legal claims

10. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

Law and regulations

11. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose affects should be considered when preparing the financial statements.

Related parties

12. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Companies Act 2006 and Charities Act 2011 or the SORP.

Subsequent events

13. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

14. We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

15. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully

C. F. A. Pantin

.....
Dr C Pantin

Signed on behalf of the board of trustees