



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 April 2022 To 31 March 2023

Charity name: Cofton Village Hall CIO

Charity registration number: 1179279

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are to further or benefit the residents of Cofton Hackett and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	During the period from April 2022 through to the end of March 2023 the main activities of the hall were centred providing the local community with access to the village hall.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not currently applicable.
Policy on social investment including program related investment	Para 1.38	Not currently applicable.
Contribution made by volunteers	Para 1.38	Most of the contributions to the work of the charity were made by volunteers over this period.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Charity's main achievements have been to keep the Village Hall viable and fully open to the public.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objectives of having a functional village hall up and running and financially viable have been met.
Performance of fundraising activities against objectives set	Para 1.41	Although there were no specific objectives set, income of £68,724 was generated via hiring income and grants.
Investment performance against objectives	Para 1.41	Not currently applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the charity had cash funds of £49,798
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At the end of the period the charity had a policy of holding reserves of £25,000. These reserves were held to cover contingencies.
Amount of reserves held	Para 1.22	£25,000
Reasons for holding zero reserves	Para 1.22	Not currently applicable.
Details of fund materially in deficit	Para 1.24	Not currently applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not currently applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Hire fees.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not currently applicable.
A description of the principal risks facing the charity	Para 1.46	Fall off in hiring fees due to cost-of-living increases over the current financial year.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointment by a resolution passed at a properly convened meeting of the charity trustees.

Reference and Administrative details

Charity name	Cofton Village Hall CIO
Other name the charity uses	Not applicable
Registered charity number	1179279
Charity's principal address	c/o 4 Cofton Lake Road, Cofton Hackett, Birmingham, B45 8PL

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	Shelagh O'Loughlin	Secretary		
2	John Slack	Treasurer		
3	Keith Duncan			
4	Kathryn Stanczyszyn			
5	Roger Westbury			
6	Craig Naughton			
7	Mike Pattison			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

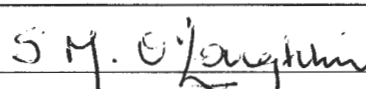
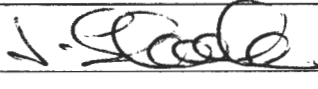
Other optional information

The Annual Report that the CIO presents to Cofton Hackett Parish Council is Appended to this Report

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Shelagh O'Loughlin	John Slack
Position	Secretary	Treasurer

Date 03-Oct-2023

Cofton Village Hall Annual Report for 2022-23

1. Introduction

Cofton Hackett Parish Council (CHPC) acquired Cofton Village Hall from St Modwen at the end of August 2019 and the hall started being used in September 2019. CHPC signed the lease with Cofton Village Hall CIO (CVH) in October 2019. This report covers the running of the hall from April 2022 through to the end of March 2023, which was the financial year end for the CIO. The hall is managed by a local company and is overseen by the Trustees of CVH.

Currently CVH has 7 Trustees, Keith Duncan, Craig Naughton, Shelagh O'Loughlin, Mike Pattison, John Slack, Kath Stanczyszyn and Roger Westbury. The Trustees are currently looking to identify further individuals who would like to contribute to the management of the hall as Trustees. Please do not hesitate to contact Sam Chatterley, or any of the Trustees, via the website www.coftonvillagehall.org if you would be interested in joining us as Trustees.

In 2021 a Management Committee was setup with the dual goals of firstly, involving both hirers and users of the hall in facility management ideas and decisions, and secondly, to increase the involvement of the local community in using the hall for community events and encouraging volunteers to participate in activities associated with the hall. The Management Committee is chaired by Sam Chatterley who would be pleased to hear from anyone who would be interested in learning more and potentially joining this committee.

2. Annual Meeting

The Annual Meeting of CVH for 2022-23 is scheduled to take place at on 17th May 2023 at Cofton Village Hall at 6:30pm.

3. Financial Viability

CVH came through the financial year 2022-23 in a robust position. We managed to negotiate our utility contracts, on a 3-year term, before the recent hike in costs. Although our Property Costs, £11,309, were significantly higher than budgeted, the income from Hall Hires also exceeded budget. We ended the year with a loss of £4,171 and cash position of £49,798. A summary of the Draft Receipts and Payments accounts are presented on page 4.

The Trustees intend to investigate the feasibility, and the pros and cons of installing solar panels and air-source heating in 2023. To this end they have budgeted £25,000 to contribute to the cost of installation of appropriate equipment.

4. Weekly Sessions Offered

Hire of the facility is available from 8am until 10pm Monday to Thursday and 8am until 9pm Friday to Sunday, sessions may occasionally be extended until 11pm for special events. Request for late night parties and weddings are no longer accepted.

All rooms can be hired for a minimum of 1-hour apart from party hire which is a minimum of 4 hours. All hire times must include set-up and clean-up time.

Discounts are offered for 4-hour slots and a further discount of £2.50 per hour for Cofton Hackett residents.

5. The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish

CVH have not been collecting detailed data on the total number of users of the hall but the table below indicates the number of times the hall has been hired by residents living in the Parish and those not. The data is for hires from April 2022 to March 2023 (inclusive).

Apr 22 - Mar 23	Number of hirers	Percentage of hirers	Number of hires	Percentage of hires
Cofton Residents	48	24%	331	26%
Resides outside Cofton	152	76%	928	74%
Total	200	100%	1259	100%

We've seen a ~4% drop in hirers from Cofton Hackett since the last accounting year, this has been driven by the number of new or returning groups since the Covid Lockdowns.

Even when the hirer is from outside the parish, many attendees will still be local.

6. The range of activities undertaken

Adults

Yoga & Pilates - Holly, EAPP, Power Yoga, Yoga Flow
Dance & Fitness – Zumba. Zumba Gold
Weight Management – Slimming World, WW
Arts & Crafts – Sew Easy & Sew Together.
Other – French Class.

Children

Stay and Play – Story Play, Bunny & Blossom, Tots Play
Music & Singing – Colourstrings
Dance/Drama – Star Project, Street Dance.
Clubs – Brownies

Family

Weekends are reserved for family/children's parties and one-off events

7. An indicative summary of proposed future activities

We still retain some capacity in afternoons which could be utilised by clubs for the retired. The management team would be keen to listen to suggestions on how these could be utilised.

8. Details of how the Trust has publicised its activities

To appeal to a wide spectrum of our local community CVH Trustees have used a variety of forms of communication to publicise its activities.

- Cofton Village Hall Facebook page & other community Facebook pages
- Church - the former vicar was one of the Trustees and the local church are regular users of the hall. The hall is included in the welcome pack provided by the local church to new residents, informing them of local services *etc.* that are available.
- Flyers delivered to every household to promote events or adverts in The Village magazine.
- Cofton Village Hall website which includes contact details of the Hall Manager and Trustees.

Draft Receipts and Payments Accounts for financial year 2022-2023

	2022-23	2021-22
Receipts		
Hall hires	67,234	61,198
Grants and donations	1,490	21,235
Total receipts	68,724	82,433
Payments		
Hall management services	40,352	32,430
Marketing and promotion	240	180
Utilities	8,634	5,051
Consumables	2,929	1,518
Insurance	864	843
General administration	2,191	821
Professional	540	480
Bank charges and financial	72	72
Property costs	11,309	9,687
Events	2,552	-
Sub-total	69,682	51,082
Asset purchases		
Building infrastructure	2,622	1,938
Equipment and furniture	591	10,790
Sub-total	3,213	12,728
Total payments	72,895	63,810
Net of receipts/(payments)	- 4,171	18,623
Cash funds last year end	53,969	35,346
Cash funds this year end	49,798	53,969
Net cashflow	- 4,171	18,623

Schedule 1 Tenant's Obligations

Obligations on the Trust:

- 1) To produce an annual report:
- 2) To hold an AGM, which is open to residents, to discuss the annual report. The report should include details of:
- 3) A statement of the Trust's financial viability
- 4) The number of weekly sessions offered.
- 5) The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish (*target minimum: 25%*)
- 6) The range of activities undertaken in the previous year.
- 7) An indicative summary of proposed future activities.
- 8) Details of how the Trust has publicised its activities

If dissatisfied, residents would then have 60 days to register a vote of no confidence in the Trust. To do this a letter must be sent to the Parish Council with the names and addresses of the 50 signatories and outlining the reasons for the vote. The reasons for the vote must explicitly relate to the above obligations of the Trust.

If the Parish Council receives such a letter:

A committee is formed to remedy the issues, chaired by a Parish Councillor and involving Trust members

The Trust is given six months to rectify the issues

The committee reports to the Parish Council in writing after no longer than six months of the date of receipt of the letter triggering the vote of no confidence.

On receiving the report, the Parish Council determines whether the remedies are in place and decides whether there has been a breach of the lease.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Cofton Village Hall

**On accounts for the year
ended**

31 March 2023

**Charity no
(if any)**

1179279

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

26 SEPTEMBER
2023

Name:

DAVID SEELEY

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

FCA

Address:

ACCUO ACCOUNTING LTD, 40 BEAR HILL, ALVECHURCH B48 7JX



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cofton Village Hall

1179279

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall Hires	67234	0	0	67234	61198
Worcs County Council	0	1240	0	1240	0
Bromsgrove District Council	0	0	0	0	21235
Other grants and donations	0	250	0	250	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	67234	1490	0	68724	82433
A2 Asset and investment sales, (see table).	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	67234	1490	0	68724	82433
A3 Payments					
Hall management services	40352	0	0	40352	32430
Marketing and promotion	240	0	0	240	180
Utilities	8634	0	0	8634	5051
Consumables	2928	0	0	2928	1518
Insurance	864	0	0	864	843
General administration	2191	0	0	2191	821
Professional	540	0	0	540	480
Bank charges and financial	72	0	0	72	72
Property costs	11309	0	0	11309	9687
Events	1702	850	0	2552	0
Sub total	68832	850	0	69682	51082
A4 Asset and investment purchases, (see table)					
Hall set up	2622	0	0	2622	1938
Equipment and furniture	591	0	0	591	10790
Sub total	3213	0	0	3213	12728
Total payments	72045	850	0	72895	63810
Net of receipts/(payments)	-4811	640	0	-4171	18623
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	53969	0	0	53969	35346
Cash funds this year end	49158	640	0	49798	53969

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Bank	49158	640	0
	Paypal	0	0	0
B1 Cash funds		0	0	0
	Total cash funds	49158	640	0

(agree balances with receipts and paym

OK

OK

OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Debtors	135	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the
charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Property costs	General	17,781	-
Equipment and furniture	General	31,999	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

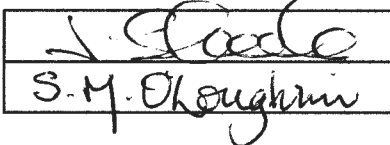
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Examination fee	General	-	
Hall hire deposits	General	-	
		-	
		-	
		-	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name

Date of
approval


S. M. O'Loughlin

JOHN SLACK
SHELAGH O'LOUGHLIN

03 OCT 23
03 10-23



Section A

Independent Examiner's Report

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members of**

Cofton Village Hall

**On accounts for the year
ended**

31 March 2023

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(if any)**

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Date:

26 SEPTEMBER
2023

Name:

DAVID SEELEY

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

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Address:

ACCUO ACCOUNTING LTD, 40 BEAR HILL, ALVECHURCH B48 7JX



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cofton Village Hall

1179279

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For the period
from

01/04/2022

To

31/03/2023

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Bromsgrove District Council	0	0	0	0	21235
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	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	67234	1490	0	68724	82433
A2 Asset and investment sales, (see table).	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	67234	1490	0	68724	82433
A3 Payments					
Hall management services	40352	0	0	40352	32430
Marketing and promotion	240	0	0	240	180
Utilities	8634	0	0	8634	5051
Consumables	2928	0	0	2928	1518
Insurance	864	0	0	864	843
General administration	2191	0	0	2191	821
Professional	540	0	0	540	480
Bank charges and financial	72	0	0	72	72
Property costs	11309	0	0	11309	9687
Events	1702	850	0	2552	0
Sub total	68832	850	0	69682	51082
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(agree balances with receipts and paym

OK

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B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Debtors	135	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the
charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Property costs	General	17,781	-
Equipment and furniture	General	31,999	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

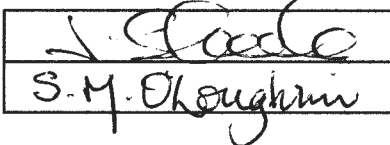
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Examination fee	General	-	
Hall hire deposits	General	-	
		-	
		-	
		-	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name

Date of
approval


S. M. O'Loughlin

JOHN SLACK
SHELAGH O'LOUGHLIN

03 OCT 23
03 10-23