



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01 April 2023** To **31 March 2024**

**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 2023 through to the end of March 2024 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 £87,441 was generated via hiring income, bank interest 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 £64,027
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			
2	John Slack			
3	Keith Duncan			
4	Kathryn Stanczyszyn			
5	Roger Westbury	Treasurer		
6	Craig Naughton			
7	Mike Pattison	Secretary		
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

### **Additional information (optional)**

## **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)	JOHN SCARCE	MICHAEL PATTISON
Position (eg Secretary, Chair, etc)	TRUSTEE	SECRETARY
Date	16/09/24	

# Cofton Village Hall Annual Report for 2023-24

## 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 2023 through to the end of March 2024, 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](http://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 2023-24 is scheduled to take place on 15<sup>th</sup> May 2024 at Cofton Village Hall at 6:30pm.

## 3. Financial Viability

CVH came through the financial year 2023-24 in a robust position. We managed to negotiate our utility contracts, on a 3-year term, which finishes in February 2025. Although our Property Costs, £7,931, were significantly higher than budgeted, the income from Hall Hires also exceeded budget. We ended the year with a cash surplus of £14,229 and cash position of £64,027. A summary of the Draft Receipts and Payments accounts is presented on page 4.

The Trustees are currently investigating the feasibility, and the pros and cons of installing solar panels and air-source heating in 2024. To this end they have budgeted £25,000 to contribute to the cost of the installation of appropriate equipment. The possibility of Grant Assistance is also being actively investigated.

#### 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 2023 to March 2024 (inclusive).

Apr 22 - Mar 23	Number of hirers	Percentage of hirers	Number of hires	Percentage of hires
Cofton Residents	82	16%	228	17%
Resides outside Cofton	420	84%	1138	83%
Total	502	100%	1366	100%

We've seen a small drop in the number of bookings mainly due to the loss of the playgroup (which has now been replaced) and the removal of late-night slots. The number of hirers from Cofton Hackett has reduced from 24% to 17%. This again is mainly due to the loss of the playgroup.

Please note that even when the hirer is from outside the parish, many attendees will still be local.

#### 6. The range of activities undertaken

##### Adults

Yoga & Pilates - EAPP, Yoga Flow

Dance & Fitness – Zumba. Zumba Gold

Weight Management – Slimming World,  
Diabetes Management

Arts & Crafts – Sew Easy & Sew Together.

Other – French Class.



## **Children**

Stay and Play – Tots Play, The Little Baby Spa – Babies and Toddler groups.

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 the afternoons which could be utilized by clubs for the retired. The management team would be keen to listen to suggestions on how these could be utilized.

## **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
- 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.

## Receipts and Payments Accounts for financial year 2023-2024

	2023-24	2022-23
<b>Receipts</b>		
Hall hires	83,831	67,234
Bank interest	417	
Grants and donations	3,193	1,490
<b>Total receipts</b>	<b>87,441</b>	<b>68,724</b>
<b>Payments</b>		
Hall management services	44,790	40,352
Marketing and promotion	783	240
Utilities	6,086	8,634
Consumables	2,443	2,929
Insurance	924	864
General administration	2,028	2,191
Professional	540	540
Bank charges and financial	1,062	72
Property costs	7,931	11,309
Events	640	2,552
<b>Sub-total</b>	<b>67,225</b>	<b>69,682</b>
<b>Asset purchases</b>		
Building infrastructure	2,750	2,622
Equipment and furniture	3,237	591
<b>Sub-total</b>	<b>5,987</b>	<b>3,213</b>
<b>Total payments</b>	<b>73,211</b>	<b>72,895</b>
<b>Net of receipts/(payments)</b>	<b>14,229</b>	<b>- 4,171</b>
Cash funds last year end	49,798	53,969
Cash funds this year end	64,027	49,798
<b>Net cashflow</b>	<b>14,229</b>	<b>- 4,171</b>

## 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 publicized 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 2024

**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:**

17 JUNE 2024

**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

Cotton Village Hall

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### 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	£
A1 Receipts								
Hall Hires	83831		0		0		83831	67234
Worcs County Council	0		0		0		0	1240
Bromsgrove District Council	0		0		0		0	0
Other grants and donations	0		3193		0		3193	250
Bank interest	417		0		0		417	0
	0		0		0		0	0
	0		0		0		0	0
	0		0		0		0	0
Sub total(Gross income for AR)	84248		3193		0		87441	68724
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	84248		3193		0		87441	68724
A3 Payments								
Hall management services	44790		0		0		44790	40352
Marketing and promotion	783		0		0		783	240
Utilities	6086		0		0		6086	8634
Consumables	2443		0		0		2443	2928
Insurance	924		0		0		924	864
General administration	2026		0		0		2026	2191
Professional	540		0		0		540	540
Bank charges and financial	1062		0		0		1062	72
Property costs	7931		0		0		7931	11309
Events	0		640		0		640	2552
Sub total	66585		640		0		67225	69682
A4 Asset and investment purchases, (see table)								
Building infrastructure	2750		0		0		2750	2622
Equipment and furniture	44		3193		0		3237	591
Sub total	2794		3193		0		5987	3213
Total payments	69379		3833		0		73212	72895
Net of receipts/(payments)	14869		-640		0		14229	-4171
A5 Transfers between funds	0		0		0		0	0
A6 Cash funds last year end	49158		640		0		49798	53969
Cash funds this year end	64027		0		0		64027	49798

## 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	56541	0	0
	Stripe	7486	0	0
B1 Cash funds		0	0	0
	Total cash funds	64027	0	0

(agree balances with receipts and payments)

OK

OK

OK

## B2 Other monetary assets

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

## B3 Investment assets

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

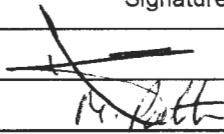
## B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Property costs	General	17,909	-
Equipment and furniture	General	34,645	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

## 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
	ROGER WESTBURY Michael PATTISON	18/6/24 18/6/24



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Cotton Village Hall

**On accounts for the year  
ended**

31 March 2024

**Charity no  
(if any)**

1179279

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

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**Date:**

17 JUNE 2024

**Name:**

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from

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Other grants and donations	0		3193		0		3193	250
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	0		0		0		0	0
	0		0		0		0	0
	0		0		0		0	0
Sub total(Gross income for AR)	84248		3193		0		87441	68724
A2 Asset and investment sales, (see table).								
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Sub total	0		0		0		0	0
Total receipts	84248		3193		0		87441	68724
A3 Payments								
Hall management services	44790		0		0		44790	40352
Marketing and promotion	783		0		0		783	240
Utilities	6086		0		0		6086	8634
Consumables	2443		0		0		2443	2928
Insurance	924		0		0		924	864
General administration	2026		0		0		2026	2191
Professional	540		0		0		540	540
Bank charges and financial	1062		0		0		1062	72
Property costs	7931		0		0		7931	11309
Events	0		640		0		640	2552
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Cash funds this year end	64027		0		0		64027	49798



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

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	Stripe	7486	0	0
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	Total cash funds	64027	0	0

(agree balances with receipts and payments)

OK	OK	OK
Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

B2 Other monetary assets

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

B3 Investment assets

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

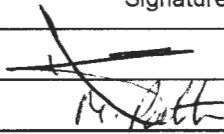
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Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Property costs	General	17,909	-
Equipment and furniture	General	34,645	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
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