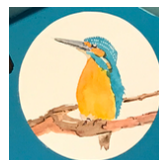


## COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts  
AL4 0NS

[www.colneyheathvillagehall.com](http://www.colneyheathvillagehall.com)



### Trustees' Annual Report for the period from 1<sup>st</sup> April 2024 to 30<sup>th</sup> March 2025

Charity name: Colney Heath Village Hall, a CIO, Charity registration number: 1182267

DOCUMENT CONTROL				
Date	Version	Description	Prepared by	Approved by
15 April 2024	1	Issue for review	John Clemow	Trustees 12 May 2025

This report includes the statements required by the Charities Commission's reporting template

#### SUMMARY

Another successful year

- an increased operational surplus from letting income with no increase in charges to our regular hirers
- excellent housekeeping and maintenance have kept our facilities in a good condition for our users
- we have continued the investment in improving the quality of our facilities including a complete refreshment of the Bill Franklin Memorial garden pictured below



The year ahead includes

- a major refresh of the Main Hall,
- trustees' focus on succession, and
- managing changes that may result from the recently increased economic uncertainties.

## 1. OBJECTIVES AND ACTIVITIES

### 1.1 Summary of the purposes of the charity as set out in the governing document

As stated in the Objects in our Constitution are

*"The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Colney Heath and the surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:*

*(a) Meetings, lectures and classes, and*

*(b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants."*

Implicit in this objective is the maintaining the quality and availability of the facilities at reasonable cost for community benefit.

### 1.2 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.

The village hall has been available 7 days each week throughout the year (with a few exceptions including Christmas Day and Boxing Day) for bookings by a variety of users providing for :

Children including

- a pre-school providing childcare services to the local community,
- the Colney Heath Scout Group
- Colney Heath Taekwon Club (also for adults)
- Shin Sekai Ju-Jitsu (also for adults)
- Children's parties

Adults including

- the Colney Heath Badminton Club,
- the Colney Heath Boissy Twinning Association
- the Colney Heath WI
- Iris' Art group
- Julie's Clubbersize exercise and fitness classes
- Dog training
- Adult Parties and celebrations

Vulnerable people including

- the Old Friends Club for senior citizens
- special needs tutoring

Community interests including

- 4ColneyHeath residents association
- Public consultation meetings on planning developments

The village hall is the official polling station for elections.

The village hall is the local emergency centre in the event of an incident – as a base for the emergency services and shelter if an evacuation of residents from their homes is required.

We do not hold events on our own behalf (except open days to promote the hall and its users).

We have continued to invest in improvements to our facilities and to achieve a high quality of

maintenance.

We confirm we have taken the commission's public benefit guidance into account when making any decision it is relevant to meet the charity's purposes.

### 1.3 Additional information

We provide a subsidised rate to the Old Friends Club whose members are all over 70 years old and mostly in their 80's.

The charity hosts the Colney Heath Community Support Group which is managed by one of the Trustees and provides a conduit for grants awarded.

## 2. ACHIEVEMENTS AND PERFORMANCE

**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.**

### 2.1 Utilisation

The main hall is used by regular hires as follows

- during the school term times during the morning and afternoon sessions Tuesday to Friday.
- The afternoon session is used every second Monday.
- The evening session is used on Monday to Thursday.
- The morning session is used on Saturdays and on both the morning and the afternoon session on Sundays.

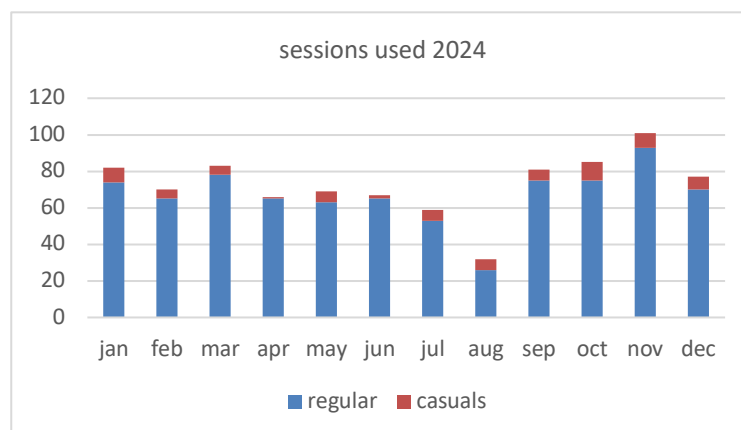
The hall is not made available on Sunday evenings.

Most casual bookings are on Saturday afternoons and evenings.

Bookings are generally by "session" with three sessions per day – morning, afternoon and evening.

The planned utilisation is 795 sessions per annum taking into account school holidays and sessions historically very seldom used (eg Friday and Sunday evenings). This is the basis of calculating our "breakeven" rate for regular hirers. Any additional sessions contribute to improvement funds.

The actual utilisation in the 2024 calendar year was 802 regular sessions plus 70 casual sessions, an average of 5 casual sessions per month.



The studio has been better utilised with the regular booking by the Home School Tutors service from October 2024 contributed to the increase in last quarter of the calendar year.

## **2.2 Value**

The typical rate for a regular community group hire has been £27 per booking, typically used for 2.5 to 3 hours but available for 4 hours if required.

Charges for similar venues are around £25 per hour.

We consider the charity continues to provide very good value for our community users while achieving the necessary surplus (see 3.2 below).

## **2.3 Expenditure on facilities**

In addition to £2,999 spent on routine maintenance, we spent £3,353 on major maintenance and improvements (FYE 2024 £14,882). Incurred, but not paid by the year end, was £8,050 for front-of-house external landscape works – the Bill Franklin Garden, the driveway repair and hard surfacing the access to the car park.

# **3. FINANCIAL REVIEW**

## **3.1 Review of the charity's financial position at the end of the period**

The closing balance in the accounts was £52,323 (FYE 2024 £45,534).

Within the closing balance is provisions. This leaves up to c£20,000 for investment in improvements, of which £8,040 is already committed.

The surplus of income over expenditure was £10,142 (budget was £6,040), the increase being principally from the Home School Tutors hire in the Studio (£1,815), an increase to the budget amount for casual lettings (£969), plus smaller variances on other hirers.

Operating costs were 5% higher (£813) than budget. Increases and decreases against budget generally balanced out.

Main items higher than the budget : housekeeper's pay increase award that was not included in the budget

Main items lower than the budget : Energy costs, garden tidy up

## **3.2 Statement explaining the policy for holding reserves stating why they are held**

The charity's policy states the trustees will develop and maintain sufficient reserves from the surplus from income after expenditure to meet the future needs of the charity, principally the major items of maintenance, refurbishment and replacement of the facilities.

Routine annual maintenance forms part of the normal operational expenditure.

Excess surplus is available for improvements.

The charity maintains a 30 year forecast of estimated costs for major items of maintenance and replacement. This indicates £4,000 per annum should be sufficient to add to the reserves provision. Last year's accounts showed that the reserves accumulated over 4 years were adequate to cover the required expenditure. This will be reviewed again in the coming year.

## **3.3 Explanation of any uncertainties about the charity continuing as a going concern**

Uncertainties have arisen since the USA Presidential election in January which may result in a

recession in the UK. If not severe this may not necessarily be adverse with a good value offer for hirers. We have a strong cash balance.

Management accounts are presented to the quarterly trustees' meetings showing performance of income and expenditure against the budget. The Finance committee have a close hand on the monthly outlook so. We are reasonably confident that we can make adjustment as and when necessary.

### **3.4 The charity's principal sources of funds (including any fundraising)**

The principal source of funds was the income from hirers.

### **3.5 Investment policy and objectives including any social investment policy adopted**

The charity's funds are held in a CAF bank account and CAF savings account. While interest on funds is low, and below inflation, the trustees' policy is cautious and risk of loss with higher gain/loss investments is avoided.

Investment of funds is directed at the quality and availability of facilities for hirers. No cancellations of bookings have been required due to maintenance failures.

### **3.6 A description of the principal risks facing the charity**

#### **3.6.1 Trustees and employees**

Trustee retirements has been successfully managed through recruitment of new trustees to date. The knowledge held by some trustees in key roles presents a risk which is to be mitigated by a data base accessible by all trustees. A Google Drive to hold all relevant records is being populated.

Most e-mail with external parties is on a generic gmail account.

The housekeeper is paid a commercial rate so could be replaced if unavailable, although the quality of their service would be difficult to replicate.

#### **3.6.2 Hirers**

Enquiries and casual hires have been consistent and seem to not have been effected by the cost of living constraints. It may be that with limited budgets the value of our offer is more attractive. Casual hirers are generally interviewed in person to check their suitability. This is not however a guarantee of performance. The attendance at large private parties has been limited to 60 to reduce the potential disruption to neighbours and housekeeping.

#### **3.6.3 Income**

36% of the charity's income was provided by the Treasure Tots Pre-school Ltd who use the main hall 4 days a week during term times. Approaches have been received previously from pre-school providers so replacing them is considered reasonably possible - but could result in a delay in income.

Replacement of leaving regular hirers has been possible to date.

Hirers pay their invoices promptly, generally within 7 days of issue. No bad debts were incurred. Receipts are sufficient to obviate the need to prepare a cashflow forecast.

#### **3.6.4 Expenditure and Facilities**

The charity has adopted a proactive planned maintenance programme (in lieu of "fix it once

broken"). We have assembled a good group of suppliers to cover most of our needs.

The main risk previously identified was the fire alarm not being heard when the building is unoccupied. This was closed with an externally monitored system with trustees informed if the event of an alarm.

#### **4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **4.1 Type of governing document and how the charity is constituted**

Deed of Trust : Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees (Charities Commission 'Foundation' model constitution)

##### **4.2 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**

Individuals can be invited to be a trustee. Selection is by the trustees having regard to the candidates' skills, knowledge and experience needed for the effective administration of the charity. The charity's constitution includes the provision for the following to nominate a trustee

The Colney Heath Badminton Club

The Colney Heath/Boissy-sous- St.Yon/St Yon Twinning Association

The Colney Heath WI

The Cyclists Touring Club

The Old Friends Association

The trustees can add other organizations.

##### **4.3 Trustee succession**

To maintain a refreshed governing body the Constitution provides that trustees can elect to serve for between 1 and 5 years. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth but may be reappointed after an interval of at least one year.

Two of the current trustees have retirement dates in February 2026 and have indicated they may not offer to serve a further term.

We will therefore endeavour to appoint new trustees during the coming year to effect a smooth handover.

##### **4.4 Policies and procedures adopted for the induction and training of trustees**

New trustees are provided with

- a copy of the last annual report and accounts,
- minutes of recent meetings as necessary or requested

They are made aware of

- ACRE's publication Trustees roles and responsibilities.
- The Charity's Policies

##### **4.5 The charity's organisational structure and any wider network with which the charity works**

The trustees form the management board of the charity.

The meeting schedule is quarterly with a standard agenda, and sometimes in-between quarterly meetings to review exceptional matters arising. A trustee is elected to chair each meeting.

If decisions in the ordinary course are required outside scheduled meetings these will be discussed and concluded by electronic communications.

Designated roles are Secretary, Treasurer and Facilities Manager. They form the Finance Committee that has the authority to spend monies that are within the approved budget for the year. Other expenditure has to be approved by the trustees which can be by email or WhatsApp).

Our culture is collegiate so we make decisions unanimously, and not by majority voting. While this can be occasionally frustrating, this avoids marginalising or isolating a member of the team and potential resignation. This has thus far functioned effectively.

The charity is a member of CDA Herts which is a member of the nationwide ACRE network. ACRE campaigns nationally on behalf of Village Halls and provides the numerous Information Sheets and Model documents available through CDA Herts.

CDA Herts provides updates on Legislation, Licensing, Health & Safety, Safeguarding, GDPR and Governance and offer a Management Health check Consultancy Service to help with all aspects of management, governance and risk assessment.

CDA provides access cheaper Energy, Insurance, Phone and Broadband and advise on green issues and renewable energy.

The charity is represented on CDA's on line video meetings with village halls and at the annual CDA conference.

#### **4.6 Employee remuneration**

The charity's policy to remunerate employees at least at the rate the charity would have to pay a commercial provider and to increase remuneration by RPI.

## REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Colney Heath Village Hall, a CIO
Other name the charity uses	none
Registered charity number	1182267
Charity's principal address	Correspondence address The Secretary 54 Bullens Green Lane Colney Heath Herts AL4 0QS

Names of the charity trustees who manage the charity. There are no corporate trustees. No trustees hold title to property belonging to the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	John Clemow	Secretary	
2	Pam Fox	Treasurer	
3	Iris Green		
4	Mike Redfern	Facilities Manager	
5	Mike Salinger		
6	Gerry Savage		

## DECLARATION

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

Signed on behalf of the charity's trustees



John Allan Clemow  
Secretary  
14 May 2025



**Colney Heath Village Hall**  
**Accounts for the year ended 31st March 2025**



Date

31/03/25

Issue 1

**OPENING BALANCE**

2023/2024

2024/2025

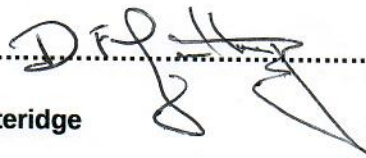
Current Account and Cash	16,114	22,697
CAF Savings Account	29,420	29,626
Total Assets	45,534	52,323
Provision (Note 1)		(4,767)
Provision (Note 2)		(1,800)
Provision (Note 3)		(15,000)
		30,756

		2023/2024	2024/2025
<b>INCOME</b>	<b>Regular Lets</b>	18,210	21,931
	<b>Casual Lets</b>	2,906	3,474
	<b>Total Lettings</b>	21,116	25,405
	Returnable Deposits received	4,601	5,500
	Deposits returned	(4,841)	(4,550)
	Water Rates refund		51
	Council Tax Refund for 22/23	348	
	<b>TOTAL INCOME</b>	21,224	26,406
	Interest (CAF Current Account)	46	43
	Interest (CAF 60 Day Notice Account)	195	207
	<b>TOTAL INCOME (Including Interest)</b>	21,465	26,656
<b>EXPENDITURE</b>	<b>Operational costs</b>		
Remuneration	Houskeeper	(3,690)	(4,428)
Utilities	Gas & Electricity	(6,260)	(4,497)
	Water	(495)	(579)
	Council Tax	(183)	(164)
	WiFi	(474)	(537)
Cleaning	Cleaning materials	(335)	(622)
Facilities	General maintenance	(3,027)	(2,999)
Services	Insurance	(1,922)	(2,066)
	Website	0	(100)
	PRS for Music License	(259)	(226)
Miscellaneous	CDA membership	(36)	(36)
	Bank Account Fees	(60)	(60)
	Booking refunds	(172)	(200)
	<b>TOTAL OPERATING COSTS</b>	(16,913)	(16,514)
	<b>OPERATING SURPLUS</b>	4,552	10,142
<b>SPECIAL ITEMS</b>	None		
	<b>SURPLUS (DEFICIT)</b>	4,552	10,142

<b>CAPITAL</b>	<b>One off costs/income in year</b>	<b>2023/2024</b>	<b>2024/2025</b>
	New Boiler	(5,900)	
	Side path and triangle gravel	(4,174)	
	Electrical remedial work	(3,318)	
	Screen in main hall	(1,490)	
	Garden Refurb -Plants		(1,507)
	Rear Fire Doors		(1,846)
	<b>Capital balance</b>	<b>(14,882)</b>	<b>(3,353)</b>
	<b>CLOSING BALANCE</b>	<b>45,534</b>	<b>52,323</b>
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		<b>16,534</b>	<b>30,756</b>

- Note 1 Provision for future major maintenance and replacement £4000 per year.  
(Allocation has been made for the last 8 years £32,000)  
Expenditure totals £27,233 over the last 4 years as a CIO, leaving £4,767 for future use
- Note 2 A total of £1,800 returnable deposits are held at 31st March
- Note 3 Contingency 1 year operating costs
- Note 4 Related Party Transactions  
No trustee has received remuneration, benefits or expenses.  
Some trustees are members of organisations that have hired the hall.  
These hires have been made in accordance with the standard hire agreement applicable to a

**I, the undersigned, in accordance with the wishes of the members, elected as Honorary Auditor to the Colney Heath Village Hall CIO, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.**

Signed .....  ..... Date ..... 16/4/2025 .....

Mr D Gutteridge



# COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS

[www.colneyheathvillagehall.com](http://www.colneyheathvillagehall.com)



## Income and Expenditure for the Year ended March 2025

### Balances

<b>CAF Bank Account</b>	
Balance held in account 2023/2024	16,114.14
Income 2024/2025	30,999.16
Total	47,113.30
Less expenses	(24,416.46)
<b>Total balance in bank 31st March 2025</b>	<b>22,696.84</b>

<b>CAF 60 Day Savings Account</b>	
Balance held in account 2023/2024	29,419.72
Income 2024/2025	206.50
<b>Total balance in bank 31st March 2025</b>	<b>29,626.22</b>

<b>Total Assets</b>	
Balance held in CAF Account 31st March 2025	22,696.84
Balance held in CAF Savings Account 31st March 2025	29,626.22
<b>Total balance in bank 31st March 2025</b>	<b>52,323.06</b>

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Signed DF Gutteridge Date 16/4/2025

Mr D. Gutteridge

**Colney Heath Village Hall**  
**Accounts for the year ended 31st March 2025**



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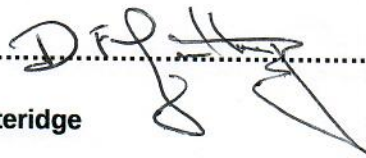
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Mr D. Gutteridge