

The Downton Memorial Centre
(Registered charity, number 1183511)
Financial statements
for the year ended 31 December 2024

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**The Downton Memorial Centre
Trustees' annual report
for the year ended 31 December 2024**

Full name The Downton Memorial Centre CIO

Organisation type Charitable incorporated organisation

Registered charity number 1183511

Principal address Downton Memorial Hall, The Memorial Hall, The Borough,
Downton, Salisbury, SP5 3NB

Trustees

Susan Kirsten Parsons, Chair
David Philip Mace, Treasurer
Hilary Mace, Booking Secretary
Jeremy Parsons
Lesley Giles
Andrew Philip Smith

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41
Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its CIO Foundation constitution adopted 21
May 2019.

Trustees are nominated by local organisations or trustees and appointed by the
trustees.

Initially there were 3 'first trustees' from the previous unincorporated charity
(Downton Memorial Hall, Charity No. 305507).

Other trustees up to a maximum of 23 in number can be nominated by local
organisations.

The trustees can also appoint up to 4 local residents as new trustees.

Objectives and activities

The provision and maintenance of the Downton Memorial Centre for use of
inhabitants of the parish of Downton in the county of Wilts and its immediate vicinity
without distinction of sex or political or religious or other opinions, including use for:

- a) physical and mental training and recreation, and
- b) intellectual development through the medium of reading and recreation
rooms library lectures, classes, recreations.

The Downton Memorial Centre

Summary of the main activities undertaken for the public benefit

The main activities of the Trustees are concerned with the operation of the Downton Memorial Centre to achieve the aims of the charity e.g.

- maintaining the fabric and services of the building,
- taking bookings for the hire of rooms and other facilities at the centre,
- managing the cleaning arrangements for the building,
- collecting hire fees and rent, and managing the finances of the charity,
- fundraising for items to improve the premises for the public benefit, and
- advertising in the local press, and the village website, to promote the facilities of the charity.

The activities of the charity enable its local community to have easy access to rooms with good facilities, in a safe, clean, heated environment, and at a very reasonable cost. The rooms and other facilities of the Downton Memorial Centre are hired by local residents, organisations, and other parts of the community, for a wide variety of different activities, in line with the aims of the charity, which include:

- physical exercise and development classes,
- recreational activities,
- intellectual lectures etc. and development, and
- entertainment in the form of film, theatre, musical performances and children's parties etc.

The trustees wish to put on record their grateful thanks to the volunteers who help with the running of the Downton Memorial Centre, the fund-raising events and the improvements that continue to be made to its facilities.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

The Downton Memorial Centre CIO (DMC) energy contract came to the end of its term in April 2023. At that point the DMC's gas and electricity rates became approximately two and a half times higher than on its previous contract.

In March 2023, and in anticipation of the large increase in energy costs, the Trustees reviewed the fees which it charged for its principal source of income (i.e. the room hire fees) and, after taking everything into account, raised each of the hourly room hire rates by 10% effective from May 2023 room bookings onwards.

Thanks mostly to increased occupancy rates, DMC's hire fee income continued to grow in 2024 when compared to the last few years and is currently well in excess of the pre-Covid pandemic levels of 2019, as can be seen in the table below:

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--------------------|---------|---------|--------|---------|---------|---------|
| Hire Fees | £21,566 | £10,913 | £8,553 | £17,955 | £25,552 | £31,165 |
| % change over 2019 | | -49% | -60% | -17% | +18% | +45% |

The Downton Memorial Centre

Notable uses of the building in 2024, which also demonstrates the diversity of uses, included:

- The Robin Hood stage production, which was a very popular show, and a successful fund-raising event for the Projector & Screen Fund;
- Slimming World;
- Child Health Clinic;
- New Life Church;
- Little Buds (a weekly class for new mums);
- Ballet Tutoring
- Tai Chi
- Colour Wheel (weekly art classes)
- Pilates
- Willow Weaving
- Community Choir

The charity's policy on reserves

The Trustees policy on reserves is to maintain unrestricted cash reserves which are approximately equal to:

- six month's hire fee income (£16,000), plus
- a cash reserve for emergency maintenance to the premises and facilities (£8,000), plus
- the Projector & Screen Fund (£3,425), plus
- the Flat Roof Fund (£2,000).

This makes a total of approximately £29,425. The total unrestricted reserves at the 2024 year-end stood at £31,915. This appears to be a strong financial position. However, some of these unrestricted reserves will need to be earmarked for other future maintenance work (see next section) once those works have been fully identified and quantified. This planning work started in 2024 and will continue during 2025.

Financial review

The charity has two principal sources of income, namely:

- a) the hire fees charged for the use of its facilities and
- b) the pre-school rent.

The increasing level of room bookings in 2024 resulted in a healthy growth in the income from room hire fees.

Following the termination of the Downton Community Preschool's tenancy at the end of 2023, the trustees, with the active support of Wiltshire Council's Early Years team, and after taking independent professional advice on the rental market value of the premises, ran a competitive Invitation to Tender process in the first quarter of 2024. The winning candidate for the tenancy was Giant Steps, who already operate a successful nursery at The Trafalgar School in Downton. Giant Steps started operating their new preschool, at the Downton Memorial Centre, in June 2024 and are pleased with the number of children who attend the preschool.

The Downton Memorial Centre

The hiatus between one tenant ceasing its operation and another starting up has resulted in a reduced level of rental income during 2024 compared with 2023, but the outlook for rental income in 2025 is now much more positive than it seemed possible in 2023.

As at the end of 2024 some loose ends remain to be sorted out during 2025 between Downton Community Preschool and the Downton Memorial Centre.

Financial risks

Unexpected, unplanned maintenance costs.

The completion of the Memorial Hall Extension Project by Downton Parish Council (DPC) in late 2018 resulted in a new lease being agreed between DPC and the then Trustees of the Downton Memorial Centre CIO (DMC). In this new lease the full responsibility for maintaining the building transfers from DPC to DMC once DPC completed certain remedial works on the building, the most significant of these being the replacement of roofs and guttering. Those works have been in progress from 2019 onwards and were completed in 2024.

It is expected that the newly replaced flat roofs, as is normally the case with flat roofs, will need to be redone in about 20 years' time. The Trustees have earmarked some of the reserves for a 'Flat Roof Fund' with the intention of growing this fund each year so that sufficient funds will be available to replace the flat roofs when needed. Similarly, other maintenance items which have a significant potential cost will be identified, quantified and, where appropriate, reserves will be earmarked and grown over time to enable the Trustees to pay for such future maintenance as and when the time arises.

Signed on behalf of the charity's trustees:

Signed 
Susan Kirsten Parsons, Trustee

Date 29 October 2025

**Independent examiner's report to the trustees of
The Downton Memorial Centre
for the year ended 31 December 2024**

I report to the trustees on my examination of the accounts of The Downton Memorial Centre (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

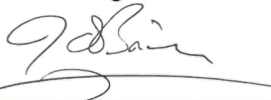
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.

Signed



Date 30/10/2025

John O'Brien MSc, FAIA, FCIE

Employee of Community Accounting Plus

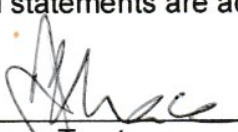
**The Downton Memorial Centre
Receipts & payments account
for the year ended 31 December 2024**

| 2023 | | Unrestricted | Restricted | 2024 |
|--------------|---|--------------|-------------|--------------|
| Total | | Funds | Funds | Total |
| Funds | | Funds | Funds | Funds |
| £ | | £ | £ | £ |
| | Receipts | | | |
| 778 | Grants & donations | 30 | - | 30 |
| 1656 | Fundraising events | 1553 | - | 1553 |
| 5514 | Rental income | 3050 | - | 3050 |
| 25591 | Sales & hire fees | 30154 | - | 30154 |
| 1171 | Bank interest | 1315 | - | 1315 |
| 2232 | Utility, repair & maintenance recharges | 3254 | - | 3254 |
| 100 | Key deposits | 25 | - | 25 |
| 200 | Damage deposits | 125 | - | 125 |
| <u>37242</u> | Total receipts | <u>39506</u> | <u>-</u> | <u>39506</u> |
| | Payments | | | |
| 45 | Advertising/Promotional | 45 | - | 45 |
| 6238 | Cleaning | 6258 | - | 6258 |
| 231 | Equipment | 822 | - | 822 |
| 763 | Fundraising costs | 812 | - | 812 |
| 726 | Insurance | 754 | - | 754 |
| - | Key & damage deposits refunded | 275 | - | 275 |
| - | Legal & professional fees | 2004 | - | 2004 |
| 50 | Membership fees | 50 | - | 50 |
| 139 | Music Licence | 154 | - | 154 |
| 216 | Office & general admin expenses | 312 | - | 312 |
| 7248 | Repairs & maintenance | 28751 | - | 28751 |
| - | Supplies | 41 | - | 41 |
| 8686 | Utilities | 7499 | - | 7499 |
| 567 | Website | 1325 | - | 1325 |
| <u>24909</u> | Total payments | <u>49102</u> | <u>-</u> | <u>49102</u> |
| 12333 | Net receipts/(payments) | (9596) | - | (9596) |
| 29178 | Cash funds at start of this period | 40410 | 1101 | 41511 |
| <u>41511</u> | Cash funds at end of this period | <u>30814</u> | <u>1101</u> | <u>31915</u> |

**The Downton Memorial Centre
Statement of assets and liabilities
at 31 December 2024**

| 2023 | | 2024 |
|---------------|--|---------------|
| £ | | £ |
| | Cash assets | |
| 41511 | Bank accounts | 31737 |
| - | Cash in hand | 178 |
| <u>41511</u> | | <u>31915</u> |
| | Other monetary assets | |
| | | 3 |
| 5411 | Debtors | 2212 |
| 856 | Prepayments | 1603 |
| <u>6267</u> | | <u>3815</u> |
| | Assets retained for the charity's own use | |
| | General equipment. | |
| | Liabilities | |
| | | 4 |
| (2558) | Creditors | (2698) |
| (775) | Advanced receipts - Sales & hire fees | (453) |
| (625) | Refundable deposits held | (625) |
| <u>(3958)</u> | | <u>(3776)</u> |

These financial statements are accepted on behalf of the charity by:

Signed 
David Philip Mace, Trustee

Dated 29/10/2025

**The Downton Memorial Centre
Notes to the accounts
for the year ended 31 December 2024**

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Funds analysis

| | Opening balance | Receipts | (Payments) | Transfers | Closing balance |
|---------------------------|--------------------|--------------|----------------|-----------|--------------------|
| | £ | £ | £ | £ | £ |
| Restricted funds | | | | | |
| Projector & Screen | 1101 | - | - | - | 1101 |
| | <u>1101</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1101</u> |
| Unrestricted funds | | | | | |
| General fund | 37691 | 38765 | (48362) | (2000) | 26094 |
| Projector & Screen | 2719 | 741 | (740) | - | 2720 |
| Flat Roof fund | - | - | - | 2000 | 2000 |
| | <u>40410</u> | <u>39506</u> | <u>(49102)</u> | <u>-</u> | <u>30814</u> |

Projector & Screen Fund

In 2019 the Trustees started to raise funds to enable the Downton Memorial Hall to have its own projector and screen. During the Covid pandemic, in 2020 through to 2022, it was impractical to try to run any significant fundraising events. However, several successful fund-raising events have been held by the trustees since then which this year included the popular 'Robin Hood' panto. As at the end of 2024 the Projector & Screen Fund, consisting of the total of grants received, and of the net profits made on the fund-raising events since 2019, stood at £3,820. The projector and screen is planned to be installed in 2025.

Flat Roof Fund

The total cost of re-felting the flat roofs in 2023/24 was approximately £36,000. As is normal with flat roofs, the current felt is expected to last for about 20 years. Funds therefore need to be set aside each year over the next 20 years to ensure, after allowing for the impact of interest and inflation, that the Downton Memorial Centre CIO has sufficient reserves to pay for the re-felting of the flat roofs when they next need doing.

The Downton Memorial Centre

3. Debtors and prepayments

| | £ |
|---|-------------|
| Debtors - sale & hire fees | 1854 |
| Debtors - utilities | 219 |
| Debtors - utility, repair & maintenance recharges | 42 |
| Debtors - bank interest due | 97 |
| Prepayments - equipment | 740 |
| Prepayments - repair & maintenance | 760 |
| Prepayments - insurance | 103 |
| | <u>3815</u> |

4. Creditors, refundable deposits and advance receipts

| | £ |
|--|-------------|
| Creditors - legal & professional fees - IE fee | 528 |
| Creditors - cleaning | 455 |
| Creditors - utilities | 1715 |
| Advance receipts - sales & hire fees | 453 |
| Refundable key & damage deposits | 625 |
| | <u>3776</u> |

5. Premises

The land and buildings are owned by Downton Parish Council and leased to The Downton Memorial Centre CIO at a peppercorn rent of £10 per annum for a term of 900 years beginning on 24 June 2018.

Part of the CIO's land and buildings, which are purpose designed for early years' educational provision, have been sublet by the CIO to Giant Steps (Yexley) Limited (Company no. 07050842) with effect from 12th April 2024.

6. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

7. Related party transactions

The trustee David Mace is also a Parish Councillor, and the trustee Susan Parsons is also an Officer, at Downton Parish Council. Downton Parish Council hired rooms during this period for a total amount of £788.

The trustee Hilary Mace is also a committee member of the Downton Green Group. The Downton Green Group hired rooms from The Downton Memorial Centre during this period for a total amount of £44.

The trustees Susan and Jeremy Parsons are also committee members of The Downton Society. The Downton Society hired rooms from The Downton Memorial Centre during this period for a total amount of £17.

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8. Glossary of terms

Advance receipts: These are amounts received by the organisation in the accounting period, for use in a future period.

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the organisation has paid for in advance, but not used during the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.