

Blunham Village Hall

Registered Charity No. 1183856

Trustees' Annual Report

5th April 2024 – 4th April 2025

Names of Trustees Who Served During the Year

- **Robin Boothby** – Treasurer
- **Michelle Grice**
- **Phil Rose**
- **Nigel Aldis**
- **Lindsay Rose**
- **Dee Bartholomew**
- **Shell Eves**

Post Year- End Changes

After the year end, Shell Eves resigned as a trustee on 1st December 2025. The trustees wish to record their thanks for her contribution.

Lee Harrison was appointed as trustee on 10th December 2025.

As of 30th January 2025, the position of Chair is vacant. The trustees are collectively managing the charity's activities and governance responsibilities while seeking a suitable candidate to fill the role. The trustees remain committed to ensuring the effective running of the charity in accordance with its objectives and governing document.

Sources of Advice and Support

- Barclays Bank plc, Leicester LE87 2BB
- Norris & Fisher Insurance Brokers
- Bedfordshire Rural Communities Charity, Cardington
- Blunham Parish Council
- Phil Rose (Maintenance)
- Dee Bartholomew (Marketing & Social Media Coordinator)
- Nigel Aldis (Blunham Parish Council Liaison)
- Independent Examiner: Dr Roy Tipping

Governance

Blunham Village Hall was originally established by a Trust Deed & Lease dated 20 July 1928. The trustees now manage the site under a Charitable Incorporated Organisation (CIO), registered with the Charity Commission on 12 June 2019.

Appointment of Trustees

The CIO Constitution governs the appointment and responsibilities of trustees.

- Minimum number of trustees: **three**
 - Maximum number of trustees: **twelve**
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Hiring Agreement

Use of the Hall is subject to a Hiring Agreement signed at the time of booking. It sets out the conditions of hire and the responsibilities of both parties.

Licences

The Hall holds a Premises Licence permitting regulated entertainment, including plays, live music, recorded music, and film exhibition.

In 2017 the trustees applied to disapply the mandatory licensing requirement for the sale of alcohol. Hirers planning to sell alcohol must now obtain a Temporary Event Notice (TENs) from the local authority.

The Hall is also:

- Registered for Small Society Lotteries
 - Licensed by the Performing Right Society (PRS) for live and recorded music.
 - Registered with Filmbank Media for film licences.
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Risk Management

Insurance

The trustees recognise their legal obligation to protect the building, its users, and contractors through appropriate insurance.

The Hall is insured with Covea Insurance plc, including:

- Buildings & accidental damage: **£635,328**
- Contents: **£53,595**
- Public liability: **£5,000,000**
- Employers' liability: **£10,000,000**
- Business interruption (24 months): **£22,606**
- Trustees' indemnity: **£500,000**
- Property owners' liability: **£5,000,000**
- Legal expenses: **£100,000** (via DAS Legal Expenses Insurance Company Ltd)

Building Issues

- Annual testing of gas appliances, electrical equipment, and firefighting equipment by qualified personnel
- Routine checks conducted by committee volunteers

Objectives of the Charity

- To provide and maintain a village hall for use by the inhabitants of Blunham, without distinction as to political, religious, or other opinions.
- To offer facilities for meetings, lectures, classes, recreation, and leisure activities, with the aim of improving the conditions of life for inhabitants

The trustees consider these objects to be consistent with the Charity Commission's Public Benefit guidance and have pursued them throughout the year.

Principal Activities in Pursuit of Objectives

- Regular activities including St Edmunds Fellowship, Gardening Club, Pilates, and Boot Camp
- Weekly volunteer-run Monday Coffee Morning
- Parish Council bi-monthly meetings
- Meetings by Blunham Young Farmers and Blunham Angling Club
- Monthly Blunham Community Cinema screenings
- Private hire events including children's parties, wedding receptions, funeral teas, social functions, and fundraising events

Reserves Policy

The trustees aim to operate on a self-financing basis through hire income and fundraising. The Reserves Policy ensures funds are available to meet:

- Unforeseen operational costs
- Emergency repairs (e.g., boiler failure)
- Loss of income
- Replacement or refurbishment of contents
- Planned commitments requiring matched funding.

The trustees aim to maintain:

- Minimum reserves to cover **6 months** of core expenditure (approx. £5,000), plus.
- A buffer up to **2 years** of projected expenditure

The reserves level is reviewed annually based on prevailing conditions.

Volunteers' Effort

Management costs are significantly reduced through volunteer contributions. Approximately **4 hours per week** are given for routine tasks including bookings, extra cleaning, and maintenance. Trustees also contribute time for meetings and fundraising events.

The trustees express sincere gratitude to all volunteers whose dedication ensures the Hall remains a valuable community asset. Additional volunteer support is always welcomed and can be offered without joining the committee.

2024–2025 Achievements

- Continued strong demand from regular hirers, including four weekly Pilates/Bootcamp sessions.
 - Successful fundraising events including a Quiz Night and a Luncheon, raising over **£1,000**.
 - Active participation in the Blunham Working Group to promote village-wide initiatives.
 - Installation and successful use of the defibrillator outside the Hall
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Future Plans

The trustees note ongoing difficulties in recruiting new trustees and volunteers. Despite recent efforts, key vacancies remain unfilled, presenting a potential risk to the charity's ability to operate effectively.

A final recruitment campaign will be conducted in the coming months. If unsuccessful, the trustees will consider initiating the process to wind up the CIO in accordance with its constitution and Charity Commission guidance.

Whilst the trustees sincerely hope to continue operating as normal, they remain committed to ensuring that, whatever the outcome, all assets will be applied for charitable purposes consistent with the charity's objects.

This statement reflects the position at the time of preparing the report and demonstrates the trustees' commitment to responsible governance and transparency.

The Committee is also determined to maintain a full programme of community events and is exploring options including the return of regular luncheons, a Vegan Supper, the popular Quiz Night, and a Village Talent Show.

Declaration

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

Signed on behalf of the charity's trustees:

Signature: *R Boothby*

Full Name: Robin Boothby

Position: Treasurer

Date: 13th December 2025

Receipts & Payments Account for the Year Ended 4th April 2025

(All Unrestricted Funds)

	YE 4/4/25	YE 4/4/24
Receipts	£	£
Regular hall Hire	4,348.75	4,408.90
Ad Hoc Hall Hire	2,664.00	2,645.40
Coffee morning	1,035.00	962.40
Cinema Club	744.30	778.37
Events	1,157.50	1,348.87
Bar	47.41	
Total Income	9,996.96	10,143.94
Payments		
Gas	1,587.71	1,520.22
Electricity	618.87	605.38
Water	290.15	324.59
Insurance	1,096.61	958.37
Cleaning	2,893.82	2,445.00
Stat Inspect & Boiler Serv	245.55	145.20
Maintenance - Internal	692.76	381.10
Maintenance - External	374.59	302.00
Maintenance One off	1,913.52	-
Annual Memberships	-	35.00
Licenses	170.02	339.20
Telecoms	234.00	18.00
Sundries	184.90	1,531.37
Total Payments	10,302.50	8,605.43
Net of Receipts/(Payments)	-305.54	1,538.51
Cash funds Last year end	17,529.19	15,990.68
Cash funds this year end	17,223.65	17,529.19
Statement of Assets & Liabilities		
Cash Funds	17,223.65	17,529.19
Bar Stocks	160.12	198.03
Total Net Assets	17,383.77	17,727.22

Signed on behalf of the Trustees


Signature

R J Boothby

Print Name

R J Boothby

Date of Approval


28/11/25



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
BLUNHAM VILLAGE HALL

**On accounts for the year
ended**

4th APRIL 2025

**Charity no
(if any)** 118385

Set out on pages

1
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 4th April 2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

28/11/25

Name:

Dr Roy Tipping

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

Address:

60 Barford Road
Blunham
Bedford MK44 3ND

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

