



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1.04.24 Period start date To 31.03.25 Period end date

Charity name: Cottingley Town Hall Church and Community Centre

Charity registration number: 1186614

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To promote religious, moral and secular knowledge in Cottingley and provide the Town Hall for this purpose and other activities beneficial to the community</b>
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	<b>Religious Christian church services and related activities. Provision of reasonably priced meals at a weekly Drop In providing reasonably priced meals, warm space and opportunity to socialise. Meetings of the Cottingley Village History Society and Heritage Centre are open to all the community with speakers and displays providing education. Free musical concerts throughout the year providing entertainment and a place to meet others.</b>  <b>Local families hire the community rooms for parties.</b> <b>Other local organisations and businesses hire rooms at low cost providing a range of social and educational activities enjoyed by the community e.g weekly Art Classes, Ukulele rehearsals, Dance group and Slimming World meetings</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees do have regard to the Charity Commission guidance on public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## 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	<b>The charity has by its activities been able to fund maintenance and improve the fabric of Cottingley Town Hall which is a Grade 2 listed building. By keeping the building open this has provided an place and opportunity for community activities and socialising that have benefitted by improving health and wellbeing of people who attend events or hire the premises.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The financial position at the end of the period was confirmed as satisfactory by the trustees. Total money in hand £78,159.11</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The policy for the amount held in reserve account is decided by the trustees and reviewed at regular meetings. This enables the reserve fund to generate interest income and separates same from current account funds which are kept at appx £10,000 for to meet everyday expenditure. The reserve account are held as a contingency to cover both planned and emergency/ unforeseen expenditure.</b>
Amount of reserves held	Para 1.22	<b>Reserve at 31/03/25 £65,994.56.</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	<b>Church collection £5987 Room hire from regular community events £4694 Room hire for parties £1536 Gross income from Drop In meals £3480 Misc donations and fundraising events £2969</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<b>Difficult to predict cost that may arise in maintaining a 160 year old building</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust deed and scheme</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
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	<b>New trustees are appointed by current trustees by vote at a properly convened meeting. New trustees volunteering for the role should have a local connection, be of good character and of a Christian faith. Trustees up for re-election and wanting to continue as trustees are again agreed upon or otherwise by trustees at a properly convened meeting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>In addition to requirements under Charity Commission rules trustees are made aware of the policies in place for Volunteers, Equal Opportunities, Safeguarding, Data Protection, Health and Safety, Complaints and Confidentiality,</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Cottingley Town Hall Church and Community Centre
Other name the charity uses	
Registered charity number	1186614
Charity's principal address	Cottingley Town Hall Main Street Cottingley Bingley West Yorkshire

	BD16 1SU

## 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	Hilary Barbara Charnock	Chair and Church Deacon		
2	Peter Earp	Church Deacon		
3	Victoria Frances Whitehead	Safeguarding Officer		
4	Martin Francis John Holdsworth	Returns Officer		
5	Thomas William Stead			
6	John Goode			
7	Baroness (Ellen Margaret) Eaton			
8	Raymond Kingsley Firth			
9	Kathleen McGuinness	Booking Secretary		
10	Michael Taylor	Health and Safety		
11	Andrea Taylor	First Aid		
12	Susan Whytell			
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	
<b>Hilary Barbara Charnock</b>		
<b>Kathleen McGuinness</b>		
<b>Peter Earp</b>		
<b>Susan Whytell</b>		





## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None applicable


## Other optional information

--

## 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)	Hilary Barbara Charnock	
Position (eg Secretary, Chair, etc)	Chair	
Date	28/12/25	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Cottingley Town Hall Church and Community Centre

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2024

To

Period end date  
31/03/2025

### 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 £
<b>A1 Receipts</b>					
Donations toilet	3,190	-	-	3,190	2,291
Donations gen	-	-	-	-	577
One off voluntary donations	10,000	-	-	10,000	-
Fundraising	5,474	-	-	5,474	4,666
Room Hire	6,231	-	-	6,231	2,387
HMRC Gift Aid	870	-	-	870	679
Church Collection	5,988	-	-	5,988	5,602
for PAT testing from Hist Soc					5
Refund maintenance Pest					66
Building Soc interest	1,534	-	-	1,534	930
Misc	118	-	-	118	
Charitable activities	964	-	-	964	801
<b>Sub total (Gross income for AR)</b>	<b>34,367</b>	<b>-</b>	<b>-</b>	<b>34,367</b>	<b>18,005</b>
<b>A2 Asset and investment sales, (see table).</b>					
None	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,367</b>	<b>-</b>	<b>-</b>	<b>34,367</b>	<b>18,005</b>
<b>A3 Payments</b>					
Fundraising expensess	551	-	-	551	692
Repairs and maintenance	2,634	-	-	2,634	5,060
Light and heating	4,662	-	-	4,662	2,353
Water	556	-	-	556	627
Replacement cooker	354	-	-	354	-
Misc sundries	320	-	-	320	494
Charity donation	1,097	-	-	1,097	670
Advertisement					261
Organ		-	-	-	386
Insurance	3,579	-	-	3,579	3,391
<b>Sub total</b>	<b>13,752</b>	<b>-</b>	<b>-</b>	<b>13,752</b>	<b>13,935</b>
<b>A4 Asset and investment purchases, (see table)</b>					
None	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>13,752</b>	<b>-</b>	<b>-</b>	<b>13,752</b>	<b>13,935</b>
<b>Net of receipts/(payments)</b>	<b>20,616</b>	<b>-</b>	<b>-</b>	<b>20,616</b>	<b>4,070</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>20,616</b>	<b>-</b>	<b>-</b>	<b>20,616</b>	<b>4,070</b>

## 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 £
B1 Cash funds	Current account	12,164	-	-
	Building Society	65,995	-	-
		-	-	-
	<b>Total cash funds</b>	<b>78,159</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

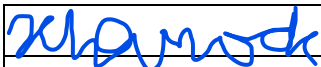
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Buildings insurance valuation		-	2,630,506
	Contents from insurance valuation		-	51,094
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Hilary Charnock	10/01/2026



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

COTTINGLEY TOWN HALL CHURCH AND COMMUNITY CENTRE

On accounts for the year  
ended

31 MARCH 2025

Charity no  
(if any)

1186614

Set out on pages

1 - 3

(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 DD / MM / YYYY.

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:

P Rhoades

Date:

9 JANUARY 2026

Name:

PAUL RHODES

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

Address:

23 WOODLANDS GROVE

BINSLEY

BD16 1PW